

FOOD SERVICE ASSISTANT/TRANSPORTER

JOB SUMMARY

Under general supervision, assists in preparing, packaging and serving food in large quantities, and cleaning at various locations (e.g., the Nutrition Center, at a school site in the serving kitchen, and in an outside area around a building). In addition, the Food Service Assistant/Transporter organizes, handles and transports goods and materials, including the pick up and delivery of food, supplies, materials, records and equipment from vendors, warehouses, schools and other District sites, assists in requisition processing and filling, food storing and retrieval, and the loading and unloading of trucks.

DISTINGUISHING CHARACTERISTICS

This classification differs from other classifications in that the incumbent performs a dual role in preparing and serving food, and in handling and transporting food, goods and material. A Food Service Assistant, on the other hand, differs from this classification in that the incumbent is primarily responsible for performing general food preparation, serving and cleaning whereas a Transporter is primarily responsible for transporting goods and materials.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this classification report directly to the Supervisor of Nutrition Services. Job incumbents do not supervise other personnel.

EXAMPLES OF DUTIES- Duties may include, but are not limited to, the following:

- Prepares vegetables, fruits, and other foods for cooking;
- Prepares salads, desserts, sandwiches, coffee, and other beverages;
- Assists in preparing, cooking and heating main dishes, vegetables, desserts and specialized meals;
- Prepares, packages, sets up and serves food;
- Assists in cleaning and storing dishes, utensils, food service equipment and food supplies;
- Maintains and ensures that work areas and equipment are clean, safe to use and in compliance with applicable sanitary standards and codes;
- Provides students with change, collects and sorts money for food and beverages during meal and school hours;
- Instructs and supervises student helpers in sanitary and efficient food service procedures;
- Receives, stores, issues, retrieves and delivers food, supplies, books, equipment, office and classroom supplies and records;
- Verifies goods against invoices or purchase orders and prepares reports of discrepancies;
- Drives truck to deliver a variety of food, materials and supplies to school site(s) and other locations over previously established routes;
- Performs computerized and physical record keeping and inventorying;
- Performs manual tasks relating to warehouse operation and deliveries;
- Participates in periodic and annual inventories including fixed asset tagging and the maintenance of accurate and current files and records;
- May act as a bonded messenger;

- Checks fluid levels on trucks and performs pre-operation vehicle safety inspection;
- Maintains storage and work areas in a clean, safe and orderly condition;
- Assists the warehouse in rotating material and shelving stock;
- Prepares notifications on status of prepaid meal accounts and completes production and transportation records;
- Operates material handling equipment such as forklifts and pallet jacks, and computerized point-of-sale equipment or cash registers;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: Graduation from high school or GED is required.

Experience: Two (2) years of paid experience in food preparation is required. Food or general delivery experience is desirable.

Knowledge of:

- Applicable District policies, regulations, processes, procedures, protocols and rules;
- Proper methods and safe practices of loading and unloading delivery vehicles;
- Practices and techniques of proper and safe lifting;
- Safe and defensive driving practices and traffic laws;
- Principles, regulations, practices and methods of food preparation;
- Principles, regulations, practices and rules of food sanitation and safety, and workplace safety;
- Practices and methods of receiving, storing and issuing food, equipment and supplies;
- Proper use and care of kitchen appliances and equipment;
- Interpersonal skills using tact, patience and courtesy;
- Practices and techniques of record-keeping;
- Practices and methods of basic inventory;
- Methods, equipment and materials used in warehousing operations;
- Practices of excellent customer service;
- Formal English and word usage;
- Basic arithmetic;
- Applicable computer software applications and programs including Microsoft Office Suite.

Ability to:

- Effectively perform heavy physical labor, such as loading and unloading food, supplies and equipment, in a safe manner using proper methods, techniques and equipment;
- Effectively and accurately maintain inventory control, information and records;
- Safely operate District trucks, vehicles, and mechanical loading/handling equipment based on established District processes and procedures;
- Safely learn and utilize various types of mechanical loading and handling equipment, and machines;
- Communicate clearly and effectively;
- Comprehend and effectively follow oral and written instructions;
- Effectively handle and resolve conflicts that may arise;
- Effectively manage and adjust to change;

- Effectively exercise discretion and judgment in choosing appropriate courses of action in a timely manner and responds appropriately with tact, patience, courtesy and urgency;
- Effectively build rapport, and establish and maintain cooperative, working relationships with others, including administrators, District personnel and staff;
- Take initiative;
- Effectively prioritize, handle and respond to stress and changes at work as well as to competing and/or difficult situations as they arise;
- Effectively work in a team environment;
- Effectively anticipate the needs of customers and provide excellent customer service;
- Operate a variety of office equipment and utilize various computer software applications (e.g., Word) and programs for the preparation of correspondence and reports, etc.;
- Accurately make arithmetic computations, count money and prepare reports;
- Operate a two-way radio;
- Establish and maintain insurability to drive a District vehicle as part of the District's Pull Notice program;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License:

- Possession of a valid Class C California Driver's License and insurability to drive a District vehicle as part of the District's Pull Notice program is required.
- A valid ServSafe California Food Handler Certification is required.

Special Information:

- The operation of a District vehicle is required.
- All applicants will be required to submit a recent (less than one month old from the recruitment closing date) DMV printout (H-6) showing their driving records for the past 10 year.

PHYSICAL STANDARDS

The work environment and physical demands of the positions described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position.

Work Environment: The incumbent works in both indoor and outdoor environments such as kitchens, loading docks, warehouses and school sites, and in a truck or van when delivering and transporting goods to and from school sites and the Nutrition Center. The incumbent will be exposed to seasonal heat, cold, and adverse weather conditions, in addition to heat from ovens, hot foods and steamers. While performing the duties of this job, the employee frequently works near moving mechanical equipment such as forklifts and pallet jacks, and kitchen equipment such as knives, dicers, mixers, slicers and other sharp objects. The employee may also be exposed to fumes, dust and odors, and may work at heights (e.g., climbing ladders) within the warehouse environment. The incumbent is in direct contact with students, the public and other employees. The incumbent is required to effectively manage constant interruptions and appropriately respond to crisis and emergency situations in a timely manner.

Negative interactions resulting from these contacts can result in stressful situations. The incumbent may be exposed to contagion or infection due to the nature of interactions with others. The noise level in the work environment is loud.

Physical Demands: Primary functions of the position require physical ability and mobility to work in both an indoor and outdoor environment, and within a truck or van, as follows: to drive, stand and walk for extended periods of time; to bend at the neck, trunk and waist while performing the duties of this job; to work safely near moving mechanical parts, motorized equipment to load/unload or move materials, and various kitchen equipment; to stoop, kneel, crouch and crawl; to regularly climb ladders to reach supplies and equipment; to reach with hands and arms, reach overhead, above shoulders and horizontally; to handle objects, tools, equipment and food; to use hands to operate a vehicle, various kitchen equipment, warehouse equipment and computers; to frequently and safely lift, move, and push up to 100 pounds without assistance, to frequently and safely lift, move, and push more than 100 pounds with assistance using established District processes, procedures, and guidelines; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision and depth perception; to hear within the normal audio range with or without aid; to communicate orally and in writing in order to exchange information with others. The employee routinely works from an upright standing position. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid Class C Driver's License, acceptable driving record and insurability to drive a District vehicle as part of the District's Pull Notice program is required for this position.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.

Food Service Assistant/Transporter Personnel Action	Personnel Action Date
Proposed to the Personnel Commission:	6/18/18