

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: FOOD SERVICE DELIVERY DRIVER/WORKER

BASIC FUNCTION:

Under general supervision using a school district vehicle, transports prepared foods and food service materials between the District's Nutrition Center and school site kitchens; loads and unloads food carts; provides assistance in the preparation of meals and/or serving meals to students and staff; performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

The class of Food Service Delivery Driver/Worker is assigned to deliver prepared meals and food service related materials, and to provide assistance in the preparation and/or serving of meals to students and staff. The class of Stock Clerk/Delivery Worker is assigned to assist in the operation of a district-wide warehouse; making district-wide deliveries of mail, supplies and equipment; maintaining accurate inventory records.

ESSENTIAL DUTIES:

Drives a truck to deliver prepared food, cash, and other related items to school site kitchens.

Loads and unloads food transport carts and places them in designated areas for use by other food service personnel.

Picks up leftover food and supplies, cash, and receipt reports from school site kitchens for transport to the District's Nutrition Center and Food Service office.

Fuels and washes assigned District vehicle and makes certain that the vehicle is properly serviced, cleaned and maintained; reports vehicle maintenance problems to Food Service Supervisors and to District mechanics.

Serves students and staff at an assigned school site, or provides assistance to skilled food service personnel at the Nutrition Center.

Assures foods served are the correct temperature.

Adjusts food counts according to customer choices.

Cleans work areas and disposes of refuse.

Assists in maintaining kitchen and equipment in a clean, safe and sanitary condition.

Works cooperatively with site staff, administration and community members.

Washes and stores dishes, kitchen utensils and assigned equipment.

OTHER REPRESENTATIVE DUTIES:

May set up steam tables, salad bars, condiment tables, and other kitchen equipment for dispensing foods.

May assist in the preparation of food products, involving such activities as preparing sandwiches, mixing salads, and preparing fruits and vegetables.

Makes calculations and completes simple record-keeping forms.

May operate computerized point-of-sale equipment; counts money and makes change.

Suggests trying new foods in the cafeteria.

May be assigned to assist in inventorying or working in the food service warehouse facility.

May assist in the operation of kitchen equipment, such as openers, mixers, ovens, etc.

May assist in the packaging of products, and/or loading/dispatching of food carts.

May train and direct student workers in the serving and sale of food items, as well as the cleaning of table tops.

May occasionally assist in the duties relating to outdoor food service such as barbeques.

Encourages healthier alternatives at snack/lunch time.

May taste test nutritious foods.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Director, Child Nutrition and Food Service Programs, Assistant Director, Child Nutrition and Food Service Programs, or the Food Service Operations Supervisor.

Internal Contacts: Frequent and continuing contact with students, staff, site administrator(s) and food service personnel.

External Contacts: May have some contact with food service vendors and their delivery personnel, parents or community members at the school or work site.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Traffic laws and safe driving practices.

Good safety practices in pushing, pulling, and lifting heavy materials.

Proper methods for loading, unloading, and transporting of food service carts and other materials; securing them properly in order to avoid damage to equipment and materials.

Fundamentals in the preparation of food(s).

Proper use and care of commercial kitchen equipment and utensils.

Basic arithmetic, including addition, subtraction, multiplication, and division in all units of measure.

Simple record management procedures.

Basic vehicle service and maintenance requirements.

Basic principles of sanitation and safety, and personal hygiene.

Cash accounting and record-keeping systems.

ABILITY TO:

Work within daily time-lines in picking up and delivering prepared food and supplies to school site kitchens, District's Nutrition Center and Food Service office.

Safely and legally operate a delivery vehicle.

Follow both oral instructions and written directions.

Learn to operate and clean food service equipment.

Make simple arithmetic calculations, and maintain simple records.

Count money and make change accurately.

Perform routine clerical tasks.

Assist food service personnel in the preparation, service and distribution of large quantity of food.

Assist in the preparation and packaging of food items.

Maintain assigned work areas in a clean, sanitary and orderly condition.

Work rapidly and efficiently in the performance of assigned tasks.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Work independently, with only general supervision.

Communicate effectively and work courteously and tactfully with co-workers, students, staff and community members.

Operate a computer.

EDUCATION AND EXPERIENCE:

Education: Any combination of training and experience, which would likely provide the required knowledge and abilities for carrying out the duties and responsibilities of this position. A typical way of achieving this would be a high school diploma or equivalency.

Experience: Some experience working in food services and with computers is desirable. Work history which indicates an ability to work regularly, on time and perform effectively.

PHYSICAL DEMANDS:

Persons performing service in this position classification will frequently exert 25 to 40 pounds of force, or greater with assistance, to lift, carry, push, pull, or otherwise move objects repetitively. Requires standing and walking for extended periods of time, frequently in confined areas, as well as the dexterity to lift and move moderately heavy containers of food to and from refrigerators, freezers, carts and steam tables. Perceiving the nature of sound, near and far vision, depth perception, providing oral information. The manual dexterity to operate food service related equipment, and handle and work with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ENVIRONMENT WORK:

While performing the duties of this job, the employee is frequently exposed to loud noise and outside weather conditions, including fumes and airborne particles, and vehicular vibrations. Is occasionally exposed to moving mechanical parts. Works in a noisy school site kitchen and/or District Nutrition Center using appropriate kitchen equipment, such as heated food carts, ovens, steam table, refrigerator and refrigerated milk carts; routine exposure to heat, cold, and steam resulting from assembling and maintaining food at appropriate temperatures; exposure to liquid and powdered cleaning agents used to clean kitchen surfaces and appliances. May experience exposure to electrical shock and vibration resulting from working with electrical appliances.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California driver's license.

Satisfactory driving record and work history.

Insurability by the District's liability insurance carrier.

Within the first year of employment, must obtain Food Safety Certification from a recognized provider approved by the Department of Health Services. Certificate must be renewed prior to the expiration date.

PREPARED BY:	Classified Personnel Department	DATE: 5/93
APPROVED BY:	Board of Trustees	DATE: 6/3/93
APPROVED BY:	Personnel Commission	DATE: 6/15/93
REVISED BY:	Personnel Commission	DATE: 4/20/04

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