

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD DISTRIBUTION EXPEDITOR (Range 16)

BASIC FUNCTION:

Under the direction of the Food Distribution Supervisor, in accordance with all meal program regulations, assist in the preparation of food requirement forecasts for menu items; analyze and maintain control of inventory on hand and orders pending; prepare production and purchasing requests necessary to assure availability of proper quantity of menu items; guide assigned food production workers in the proper packaging and loading of food distribution equipment, verifying food shipments to each serving location; assist in coordinating work to meet production schedules.

REPRESENTATIVE DUTIES:

Review past menu participation experience, taking applicable special factors into consideration and preliminary orders from serving sites; forecast food requirements for each location and total requirements for each menu in the current department computerized system(s). *E*

Reference product inventory records to determine unencumbered product quantities on hand; prepare production requisitions according to forecasted food requirements. *E*

Reference purchase requisition records to verify delivery dates and quantities of menu items purchased from vendors; notify Food Distribution Supervisor of school site order discrepancies and potential shortages of menu items. *E*

Assist in the preparation and placing of orders with approved vendors based on projected menu and inventory requirements. Verify product availability, delivery schedules and pricing to ensure timely receipt of items. *E*

Prepare shipping orders for each serving location, making revisions as necessary as final orders are received and food substitutions are made; distribute daily shipping orders and loading instructions to assigned workers. *E*

Utilize a computer terminal to reference records, enter and extract data (orders, meal counts, forecasts, and other similar items), and generate periodic reports. *E*

Assist in data entry for received items into the inventory control system. *E*

Observe and train assigned staff in the performance of food shipping work; assure compliance to departmental standards for safety, sanitation and quality. *E*

Check products during preparation for shipping and upon completion of loading for conformity with standards; verify shipment of requisitioned quantities of product. *E*

Scan relevant records including approved invoices into the district record keeping system in accordance with departmental procedures. *E*

Package finished products for storage and transport; apply proper labels on packaging; load food onto carts and push carts to food storage areas; work in alternating hot and cold areas.

Provide information to the Food Distribution Supervisor regarding performance problems, production problems, equipment malfunction and the need for supplies.

Communicate with other department staff as needed for clarification on orders, menus, meal counts, special dietary requests and other related items. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Large quantity food preparation equipment and methods.

Basic arithmetic and measures.

Standards for product quality, safety and sanitation.

Basic elements of work simplification.

Basic leadership techniques.

Safe work practices.

Inventory control methods and procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Operate large quantity food production equipment with skill and efficiency.

Plan and layout work to meet production schedules.

Train and provide work direction to assigned staff.

Prepare routine reports.

Conform to sanitation standards and wear protective clothing.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Operate modern office equipment.

Maintain accurate records and inventories.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and three years of commercial/industrial food preparation experience including some experience in a large food service operation involving large distribution activities including at least one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Possession of an appropriate, valid Food Handler's Card at time of appointment to and during

employment in a position in this class.

WORKING CONDITIONS:

ENVIRONMENT:

Food Service Distribution environment.

Rigid sanitation standards must be adhered to and protective clothing must be worn.

Subject to heat and cold.

PHYSICAL ABILITIES:

Lifting heavy objects.

Seeing to read.

Carrying, pushing or pulling.

Hearing and speaking to exchange information.

Dexterity of hands, wrists and fingers to operate office equipment.