



CHILD NUTRITION SERVICES DRIVER / WAREHOUSE JOB DESCRIPTION

JOB SUMMARY:

Under the supervision of the Director of Child Nutrition Services, receives, organizes, and delivers food, supplies, and equipment to all nine school sites; maintains daily warehouse operations, including inventory, quality control, and basic equipment/warehouse upkeep, and completes required order and inventory documentation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate the distribution and retrieval of food, supplies, materials, and equipment.
- Manage the warehouse goods procurement process, including placing and fulfilling supply orders, and maintaining par levels for supplies to ensure continuous stock adequacy.
- Conduct comprehensive physical inventory checks (monthly, quarterly, and end-of-year) to ensure inventory accuracy, verify stock levels, and identify potential losses.
- Organize warehouse, including walk-in freezers/refrigerators, utilizing the First-In, First-Out (FIFO) principle to optimize stock rotation and minimize waste.
- Manage the receipt and assembly of new equipment, including but not limited to shelving, carts, tables, and office furniture.
- Procure necessary materials and supplies from external vendors, such as Home Depot.
- Conduct routine inspections of warehouse equipment and vehicles to ensure operational safety and compliance.
- Perform routine maintenance, repair, and construction tasks, specifically related to shelving and essential kitchen equipment.
- Ensure proper cleaning, maintenance, and storage protocols for all tools and equipment, and manage the transport and offsite storage of surplus inventory or equipment.
- Safely operate district vehicles, including specialized equipment like a pallet jack and lift gate, for the effective transport of goods.
- Maintain district vehicle(s) in a clean and optimal working condition, ensuring timely refueling and promptly reporting any mechanical malfunctions for maintenance/repair.
- Retrieve critical documents (e.g., deposits, daily transport records) and miscellaneous supplies from various school sites.
- Serve as the liaison with Farm Lab farmers and execute all required harvest pick-up and drop-offs.
- Interface with off-site donation centers and manage the organization, delivery, and unloading of expired or donated items.
- Attend meetings, workshops, and in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Safe and efficient procedures for truck loading/deliveries.
- Methods, practices, and procedures used in food service warehouse, distribution, and delivery operations.
- Use and terminology of requisitions, purchase orders, invoices, and other warehouse documents.
- Traffic laws, defensive driving techniques, and rules of the road.
- Shipping and receiving procedures.
- Operation of equipment used in the receipt, storage and shipping of supplies, food, materials, and equipment.
- Storage and rotation of perishable foods, including basic inventory techniques.
- Operation of a computer and assigned software.
- Basic record-keeping and report preparation techniques.
- Safe methods for carrying and lifting heavy loads, including proper lifting techniques.
- Basic inventory control, food ordering, and record-keeping procedures.
- Food handling techniques, including storage and proper temperature control.
- Sanitation and safety laws and practices related to handling and transporting food.
- Basic mathematics (add, subtract, divide, decimals, measuring proportions of food items, taking inventory, and ordering supplies).
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Safely operate a motor vehicle.
- Maintain a good driving record and qualify for District vehicle insurance coverage.
- Operate basic job-related equipment and tools (pallet jack, lift gate, basic tool kit, commercial vehicle, etc.).
- Work as a team, problem solve, work quickly and efficiently.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written instructions quickly and efficiently.
- Be flexible and able to adapt to changes in routine and duties.
- Serve food in accordance with health and sanitation regulations.
- Operate and clean a variety of food service equipment.
- Establish and maintain cooperative, collaborative, and effective working relationships.
- Work independently, make common sense decisions in routine and critical situations; work efficiently under pressure with constant interruptions.
- Maintain regular and consistent attendance.
- Meet schedules and timelines with accuracy and efficiency.
- Provide exceptional and courteous customer service.
- Establish and maintain cooperative working relationships with others.

Education and Experience:

- Equivalent to the completion of the twelfth grade/High school diploma or equivalent.
- Experience in driving large commercial vehicles and warehouse required.

WORKING CONDITIONS:

Environment:

- The work environment includes indoor, outdoor, warehouse, school sites, and central kitchen.
- Driving a vehicle to conduct work.
- Working around and with machinery having moving mechanical parts.
- Working at heights.
- Traffic hazards.
- Subject to heat from ovens and cold from refrigerators and freezers.
- Exposure to boiling water and very hot foods, equipment, and metal objects.
- Exposure to sharp knives, slicers, mixers, etc.
- Exposure to cleaning and sanitizing agents.
- Indoor and outdoor conditions; occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, and extreme heat.
- Noise level is usually moderate to loud.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Seeing to observe kitchen production and service.
- Dexterity of hands and fingers to operate kitchen tools.
- Standing or walking for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects, weighing up to 50 pounds.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Repetitive hand and upper extremity motion.

OTHER:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview, and/or work sample) for the job class with a satisfactory score.
- License Required: possession of a valid California Motor Vehicle Operator's License must be bondable.
- Valid Food Handler's Card issued by the San Diego County Health Department
- Complete up to six (6) hours of Professional Development annually related to school nutrition, as determined by the USDA.
- DOT certification not required, but preferred.

CLEARANCES:

- Criminal Justice and FBI Fingerprint Clearance.
- Tuberculosis Clearance (Negative TB test result plus periodic post-employment retest as required).
- Pre-employment physical exam and drug screening clearance.

Range: 11

Board Approved: 05/19/2026