

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: FOOD SERVICE WAREHOUSE/UTILITY WORKER

BASIC FUNCTION:

Under general supervision receives and stores food and supplies, and distributes to food service personnel in accordance with established procedures and guidelines. Assists in maintaining food service inventory. Performs minor repairs and preventive maintenance functions on food service equipment at school site kitchens and the District's Nutrition Center. Maintains District's Nutrition Center, Food Service Warehouse area, and Food Service Office in a clean, orderly and sanitary condition.

ESSENTIAL DUTIES:

Receives, stores, and distributes food and supplies to school site kitchens and District Nutrition Center.

Completes discrepancy reports noting and recording damage or differences.

Assists in maintaining a constant inventory of food and supplies in the Central Kitchen.

Operates a delivery vehicle.

Receives, inspects, processes, delivered goods and stores dry, refrigerated and frozen goods according to established guidelines and procedures.

Conducts warehouse inventory and maintains inventory control procedures.

Operates a variety of warehouse equipment, including forklift, pallet jack and hand truck.

Maintains a variety of warehouse and delivery related records.

Rotates stock using the FIFO method to maintain freshness and minimize food waste.

Assists with the preparation of food products and supplies for transportation and delivery to school site kitchens

Maintains the Nutrition Services warehouse, food storage areas, food preparation areas, restrooms, and other work areas in a clean, sanitary and orderly condition.

Fuels and washes assigned District vehicles and makes certain that the vehicles are properly serviced, cleaned and maintained. Reports vehicle maintenance problems to Food Service Supervisors and to District mechanics.

OTHER REPRESENTATIVE DUTIES:

Makes minor repairs, assembles new equipment and performs preventative maintenance procedures and cleaning on food service equipment.

May be assigned to assist with the loading of food carts for transportation to school site kitchens or the District Nutrition Center.

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

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- May drive vehicle to deliver foods, cash and other related items to school site kitchens.
- May pick up left over food and supplies, cash and receipt reports from school site kitchens for transport to the District’s Nutrition Center.
- May be required to respond to District Nutrition Center alarms and follow proper response procedures.
- May clean and disinfect assigned restrooms, warehouse, offices, and kitchens and preparation equipment, including sinks, toilets and urinals, floors, walls, fixtures, appliances, and mirrors; restocks supplies, polishes metal fixtures and cleans range hoods.
- Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision: Reports to, receives direction from, and is evaluated by the Director, Nutrition Services, Assistant Director, Nutrition Services, or the Nutrition Services 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 OF:

- Safe operation of a forklift, pallet jack, hand truck and delivery vehicle.
- Terminology, forms and records related to warehouse inventory, requisitioning, purchasing and receiving.
- Basic inventory and quality control techniques and procedures.
- Traffic laws and safe driving practices.
- Good safety practices in pushing, pulling and lifting heavy materials.
- Basic arithmetic, including addition, subtraction, multiplication and division in all units of measure.
- Proper methods for loading, unloading and transporting 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.

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Basic equipment repairs and preventative maintenance techniques.

Basic vehicle service and maintenance requirements.

Basic principals of sanitation, safety and personal hygiene.

ABILITY TO:

Safely and legally operate a delivery vehicle.

Utilize appropriate storekeeping methods and practices in accordance with established procedures and guidelines.

Learn and apply proper methods of food storage in preventing spoilage, contamination, and damage.

Operate a variety of warehouse machinery and equipment, e.g., forklift, hand_truck, pallet jack, etc.

Perform minor equipment repairs and preventative maintenance techniques.

Understand and follow both oral instructions_and written directions.

Work independently, with only general direction.

Make arithmetic calculations quickly and accurately; maintain accurate records and inventories.

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

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

Operate a computer

Work rapidly and efficiently in the performance of assigned tasks.

EDUCATION AND EXPERIENCE:

Education: High school diploma or equivalent. College-level course work directly related to warehouse management and inventory control preferred.

Experience: Three years experience in stock, supply, shipping, and receiving work, including custodial, maintenance, and record keeping.

PHYSICAL DEMANDS:

Persons performing service in this position classification will frequently exert 50 to 75 pounds of force, or greater with assistance, to lift, carry, push, pull or otherwise move objects. This type of work involves constant moving within the work area and will involve stretching, bending, stooping, walking or standing for extended periods. 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.

WORK ENVIRONMENT:

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, restrooms and appliances. May experience exposure to electrical shock and vibration resulting from working with electrical appliances. Works regularly in the Food Service storage freezer.

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.

Possession of forklift operator's certificate or ability to secure a forklift operator's certification within four months of employment.

PREPARED BY:	<u>Classified Personnel Department</u>	DATE: 5/93
APPROVED BY:	<u>Board of Trustees</u>	DATE: 6/3/93
APPROVED BY:	<u>Personnel Commission</u>	DATE: 6/15/93
REVISED BY:	<u>Personnel Commission</u>	DATE: 4/20/04
REVISED BY:	<u>Personnel Commission</u>	DATE: 3/23/2021