



LOWELL JOINT SCHOOL DISTRICT

NUTRITION SERVICES DELIVERY WORKER

Classified Salary Schedule
Range 22

JOB SUMMARY:

Under general supervision, picks up and delivers prepared foods and food service supplies, materials, and equipment to schools and other District sites; assists in putting away stock and the loading and unloading of trucks.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Loads, counts, and unloads food cabinets and boxes into a transport vehicle for delivery to District sites.
- Delivers food service supplies to and from District sites.
- Picks up money bags from cafeterias and delivers to District office and makes bank deposits as needed.
- Receives, verifies quantity and stores food, materials and supplies, checking purchase orders and receiving documents.
- Makes monthly and annual inventory of food and supplies.
- May serve food and act as cashier utilizing a POS system.
- Operates material handling equipment such as fork lift and pallet jack and hand truck.
- Maintains delivery vehicle in a safe and sanitary condition.
- Performs daily visual vehicle inspection.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Proper methods of receiving, storing and issuing supplies, materials, equipment and food.
- Inventory control methods and procedures.
- Safety practices in lifting and moving heavy materials.
- Safe driving practices and traffic laws.
- Hazards and safety practices for pick up and delivery work.
- Simple records management procedures.

Ability to:

- Operate a District vehicle to make deliveries, observing legal and defensive driving practices.
- Operate a fork lift, pallet jack and hand truck.
- Maintain a clean and organized work area.
- Work independently with minimal supervision, meeting schedules and time lines.
- Communicate clearly and concisely both orally and in writing
- Establish and maintain cooperative and effective working relationships with others.
- Establish and maintain effective record keeping procedures and make simple arithmetic computations.
- Lift and move equipment weighing up to 50 pounds and occasionally up to 75 pounds.

Education/Training/Experience:

One year experience working in a large warehouse operation, general delivery, stockroom or related work. Graduation from high school or its equivalent.

Licenses/Certificates/Special Requirements:

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy. Must be bondable. Some paid or unpaid experience in food service.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include driving, walking and standing for extended periods of time. Employees will frequently bend at the neck and trunk while performing the duties of this job and will work near moving mechanical parts and motorized equipment to load and unload or move materials. The employee will engage in heavy labor including the ability to lift and/or move up to 50 pounds such as food, cases of paper and materials. Occasionally the employee will lift and/or move up to 75 pounds such as tables, rolling equipment, pallets, and up to 100 pounds with assistance. Hearing and speaking abilities to exchange information and specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands:

Employee must be able to comprehend and follow written and oral instructions; read and interpret information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact cooperatively with District staff, vendors, contractors, and the general public.

Work Environment:

While performing the duties of this job, the employee works mainly in a delivery capacity driving a truck to transport food, supplies, equipment, money, etc. The employee will also work in a warehouse and outdoor environment. Employees are subject to seasonal heat, cold and adverse weather conditions as they drive vehicles and make deliveries. Employee regularly works near mechanical equipment such as a forklift and pallet jack. The employee may be exposed to fumes, dust and odors, and may work at heights within the warehouse environment. Employees are provided with individual work vehicles and must be able to drive a vehicle to conduct work. Noise level in the work environment is usually moderate and occasionally will be very loud.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

11 months per year, 5 days per week, 3 hours per day