

JOB DESCRIPTION
San Leandro Unified School District

Nutrition Delivery

Purpose Statement

The job of Nutrition Delivery Person is done for the purpose/s of providing support to the warehousing operations with specific responsibilities for transporting food, supplies, and/or equipment to designated sites while maintaining vehicle in a sanitary and safe operating condition.

This job reports to the Director of Nutrition Services or designee

Essential Functions

- Loads food items, supplies and/or equipment for the purpose of preparing items for transport to assigned location.
- Maintains manual and electronic files and records (e.g. temperature logs, delivery logs, routes, mileage, fuel, oil, etc.) for the purpose of providing written support and/or conveying information.
- Maintains assigned vehicle (e.g. fluid levels, fueling, cleaning, tire pressure, etc.) for the purpose of ensuring safe operation of vehicle and sanitation of transported food items.
- Performs job duties of other nutrition service personnel for the purpose of ensuring the effective and efficient delivery of services.
- Responds to inquiries of site and central kitchen staff for the purpose of providing information and/or direction regarding status of deliveries, etc.
- Transports food items, supplies and/or equipment for the purpose of delivering requested items to designated sites.
- Unloads and stores food items, supplies and/or equipment for the purpose of providing requested items at designated sites.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating job related equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic computer use; principals of Safety and Sanitation (HAACP) regulations; basic vehicle maintenance; and daily accounting procedures.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to

identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; adapting to changing priorities; and communicating with diverse groups.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability
Required Federal/State/County certification
(e.g. ServSafe Certificate)

Continuing Educ./Training

Maintaining mandatory certifications

Clearances

Criminal Justice Fingerprint/Background
Clearance
TB Screen

FLSA Status

Non Exempt

Approval Date

November 10, 2015

Salary Range

38