



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 93-2023/24
DOCUMENT NO. 85-2023/24
DATED: 06/20/24

CHILD NUTRITION FOOD HANDLER & DELIVERY WORKER

DEPARTMENT/SITE: Child Nutrition at assigned
High School

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 20

WORK CALENDAR: 206 Days

REPORTS TO: Director of Child Nutrition

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Child Nutrition and in day-to-day coordination with the site's Child Nutrition Senior Technician, the Child Nutrition Food Handler & Delivery Worker transports from the Nutrition Services Program warehouse various food, supplies, and/or equipment to and from designated sites; maintains the delivery vehicle in a sanitary and safe operating condition; and assists the food service program by unloading and stocking incoming shipments; may occasionally, as directed, transport other items in support of the general warehouse operations. The incumbents in this classification provide the school community with support for safely and reliably prepared and served food items at breakfast and lunch which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Unlike other classes in the series which are assigned to various food preparation and serving areas to ensure the readiness of healthy and safe meals for students, the positions in this classification engage in inventory, receipt, delivery, warehousing, stocking, and shelving of bulk food items and shipments that ensure adequate supplies for site and central kitchen food preparation operations. The incumbents in this classification ensure that child nutrition program operations have a continuous, timely, and adequate supply of bulk food and other items needed to provide the school community with nutritious student meals which directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in inventories to verify merchandise.
- Loads food items, supplies, and/or equipment, preparing items for transport to assigned locations.
- Check and log temperatures of food items requiring temperature control handling and delivery.
- Maintains assigned vehicle (e.g., fluid levels, fueling, cleaning, tire pressure) to ensure safe operation of vehicle and sanitation of transported food items.
- Maintains files and records (e.g., time and temperature logs, transport records) and written support for conveying information.
- Performs maintenance on pre-pack machine for the purpose of ensuring proper working

condition.

- Prepares cardboard packaging materials for recycling in compliance with established district policies.
- Prepares food items, supplies, and equipment for transport adhering to health and safety guidelines.
- Responds to inquiries from site and central kitchen staffs regarding status of deliveries.
- Stocks food items at central and site kitchens and serving areas in compliance with health and sanitation standards.
- Loads, transports, unloads, and places into storage areas of food items, supplies, and/or equipment to ensure timely and accurate deliveries to various sites as directed.
- Ensures proper cleanliness and maintenance of delivery vehicles, holding areas, food site work and storage areas, and kitchen area restrooms.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Safety practices and procedures, health standards, and food and material handling techniques
- Basic vehicle maintenance procedures and schedules
- Safe and efficient procedures for truck operation
- Proper methods of loading, unloading, and delivering food items, supplies, equipment, and furniture
- District geographic areas
- Safe driving practices, traffic laws, defensive driving techniques, and rules of the road
- Good safety practices in pushing, pulling, and lifting heavy objects

Skills and Abilities to:

- Adhere to safety practices and equipment operation standards
- Schedule activities and meet deadlines, schedules, and timeframes
- Operate equipment safely and within standards
- Identify issues, solve problems, and select/carry out action plans
- Work with a wide diversity of individuals
- Operate utility vehicles in a safe manner and in conformance with State laws
- Operate a forklift, pallet jack, and material handling equipment
- Fill orders accurately from requisitions and pull sheets prior to loading and unloading product
- Communicate clearly and concisely in both oral and written forms
- Evaluate schedules and meet deadlines
- Plan and organize activities
- Interpersonal skills using tact, patience, and courtesy with students, administration, and staff
- Understand and carry out oral and written instruction
- Drive for extended periods, read maps and schedules, and adhere to route schedules
- Maintain written records
- Learn and observe legal and defensive driving practices
- Establish and maintain cooperative working relationships with staff, students, and the public

- Work independently with little direction
- Make common sense decisions in potentially critical situations
- Maintain assigned work areas in a clean, sanitary, and orderly condition

RESPONSIBILITY:

Responsibilities include working under general supervision using standardized procedures, providing information and/or advising others, and operating within a defined budget.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Six (6) months experience in food services in a school cafeteria setting or a large restaurant or food preparation operation and experience operating a light truck making deliveries, loading, transporting, and unloading large boxes or other bulky items, and maintaining inventory controls.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to operate assigned light truck to make deliveries to various sites in the District
- Valid forklift operator certificate (must be obtained within six (6) months of employment)

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain Food Safety Certification within twelve (12) months of appointment and failure to do so could result in release
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam D through the District's provider at the District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Performing duties in a commercial kitchen and food serving environment subject to heat from ovens, cold from walk-in refrigerators and freezers
- Lifting, carrying, pushing, and pulling heavy objects up to 52 pounds
- Standing and walking for extended periods of time
- Dexterity of hands and fingers to operate kitchen equipment and motor vehicle controls
- Carrying, pushing, or pulling food trays, carts, materials, and supplies
- Kneeling crouching and or stooping to retrieve items on lower shelves or to wipe spills
- Reaching overhead, above the shoulders, and horizontally
- Seeing to ensure proper quantities of food and operating a motor vehicle safely
- Hearing of sufficient clarity to receive verbal instructions and food and delivery orders and carry them out accurately

- Bending at the waist
- Exposure to very hot foods, equipment, and metal objects
- Exposure to sharp knives and slicers
- Exposure to cleaning and sanitizing agents