

**Escondido Union High School District  
Job Description**

**Job Title:** Student Nutrition Services Assistant/ Delivery Driver  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Student Nutrition  
**FLSA Status:** Nonexempt  
**Salary Level:** 16  
**Approved By:** Board of Education  
**Approved Date:** 10/13/15

**NATURE OF WORK**

Works as part of a team to provide assistance to site nutrition programs. Drives a route to deliver food items, lunches and supplies from warehouse and student nutrition storage to school sites.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Serve food items to students, collect money and make/count change.

Balance cash against inventory sheets.

Count and stock inventory such as napkins, condiments, eating utensils, food items, drinks, etc. for individual work station(s)/service windows.

Maintain clean/sanitary work station.

Wash dishes.

Stock coolers.

Assembles pizza boxes.

May assemble and wrap sandwiches, burgers.

May “cup up” nachos, french fries, vegetables, etc.

May slice meat.

May assist with warming of food items.

May transfer food items from warmers to servers.

Cleans refrigerators, freezers, stoves, ovens and storage spaces on non-student days.

May oversee student workers.

Receives orders from site managers.

Loads truck with items ordered.

Loads lunches for specified district programs i.e., Transition and Special Education Classes.

Drives to district locations and assists with unloading of food and supplies.

Receives deliveries, assists with unloading trucks and stocking items.

Tracks inventory and government commodities for food warehouse.

Assists in central kitchen by selling food items to students at lunch time.

Fuels, checks fluid levels and reports needed maintenance on delivery truck.

Organizes and cleans food store room, freezers and refrigerators.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); minimum six months food service experience, some experience in receiving and stocking merchandise helpful.

### **KNOWLEDGE OF:**

Methods, practices and techniques typical to performing the duties of the position.

Use and care of kitchen equipment; modern methods of quantity food preparation and serving; reading and writing communication skills; interpersonal skills using tact patience and courtesy.

### **ABILITY TO:**

Read and interpret documents such as safety rules, operating and maintenance instructions, order forms, requisitions, invoices; write logs, memos and inventory forms; provide information, ask and answer questions of administrators, other employees, students, outside vendors; safely operate, check fluid levels and fuel a delivery van; apply common sense understanding to carry out instructions furnished in written, oral, schedule or requisition form; work effectively in fast paced environment and under stringent timelines; use computerized "touch pads"; work cooperatively as part of a team, be flexible and adaptable to change; deal with problems involving a few concrete variables in standardized situations.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform these operations using units of American money. Ability to calculate figures and amounts such as proportions, percentages, and the ability to make and count change.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Food Handlers Card

Valid California Driver's License with good driving record.

## **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and use hands to finger, handle, or feel. The employee must regularly lift and/or move from 60 to 80 pounds and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and vibration. The employee is frequently exposed to extreme cold. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and extreme heat. The noise level in the work environment is usually loud.

## **COMMENTS**

The person assigned to this position must be flexible, able to lift and move boxes of supplies, organized and a safe driver. Must be able to work well with a variety of personalities, and have a genuine liking for adolescents. Must have some vehicle knowledge in order to maintain truck. Must be professional in demeanor and attire.