

NUTRITION SERVICES TRANSPORTER II

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the job of Nutrition Services Transporter II is transporting food, supplies, volume commodities, money, mail and nutrition services equipment within the District and performing tasks relating to the preparation, serving and sale of food within the District.

DISTINGUISHING CHARACTERISTICS

Positions in the nutritional services series prepare, assemble, transport and serve food in compliance with current health standards for meeting mandated nutritional standards and meeting projected meal requirements with a minimum of waste. They verify quantities and specifications of orders, prepare documentation of items prepared and sold and provide information and direction to customers about the type and cost of meals.

The Nutrition Services Transporter II class is a more experienced level in the series, performing responsible and complex food service duties such as loading/unloading a vehicle for transporting volume commodities, prepared meals, food items and nutrition services equipment within the District nutritional services areas. Positions in the class also service the transport vehicle as appropriate, inspecting engine fluid level and tire pressure as directed. This class differs from the Nutrition Services Transporter I which performs routine duties such as setup, serving, cleaning and basic food assembly and operating a point of sale terminal. The Nutrition Services Assistant III assists or substitutes for the Nutrition Services Supervisor as necessary in a satellite facility, may supervise students as part of their academic program in an assigned eatery, but does not load/unload a vehicle, transport food or maintain a transport vehicle.

ESSENTIAL FUNCTIONS

- Transports prepared food, supplies, volume commodities, money, department mail and nutrition services equipment within the District for the purpose of providing food and supply items in support of the school lunch program.
- Organizes delivery products and delivery points to ensure that prepared foods remain at required hot or cold temperatures to avoid spoilage.
- Adapts workday schedule as needed to accommodate large commodity deliveries and varying site schedules (within regular work schedule).
- Maintains assigned vehicle (e.g., tracking routine maintenance, cleaning, washing, checking fluids, adding fuel) for the purpose of ensuring that the vehicle is in safe and ready operating condition.
- Cleans utensils, equipment and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions in compliance with current health standards.
- Sets-up work and food serving areas for the purpose of meeting standards for efficient and effective food assembly and serving of food items, ensuring adequate quantity and quality of items to be served at scheduled meal times.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals, marketing items to increase sales and to present a pleasant atmosphere for eating.
- Inspects one or more items of food and/or supplies for the purpose of verifying quantity and specifications of orders and/or complying with mandated health requirements.
- Signs for incoming deliveries for the purpose of ensuring that correct items and quantities are supplied by vendors.

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- Operates a point of sale terminal in accordance with established procedures (e.g. setup, maintenance) for the purpose of selling food items and accounting for monies received from, and change made for, customers.
- Operates a variety of delivery and storage equipment such as trucks with lift gates, pallet jack, motor coach, hand trucks, and food containers for the purpose of completing deliveries.
- Assembles and serves food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements and/or requests of students and school personnel.
- Stores unused food items in accordance with health and sanitation standards for the purpose of maintaining items for future use.
- Maintains equipment in the storage, food preparation and serving areas (e.g., organizes and cleans kitchen areas, refrigeration floors, hoods, vents, coils, condensers) for the purpose of maintaining sanitary conditions in compliance with current health standards.
- Stocks food, condiments, beverages and supplies for the purpose of maintaining adequate quantities and security of items. Rotates FIFO method of using oldest to newest stock.
- Assists in setting up and breaking down equipment and preparing for opening and closing of kitchens for the purpose of timely food service operations.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE to perform basic math; read a variety of manuals; understand written procedures; write routine documents, speak clearly; and understand complex, multi-step written and oral instructions; health standards and hazards related to cooking, transporting and storing food; quantity cooking and safety practices and procedures; standard kitchen equipment, utensils and measurements.

SKILLS to perform multiple, non-technical tasks, to adhere to safety practices to operate equipment used in quantity food production and to operate a vehicle to transport food and supplies. Skills are also needed to prepare and maintain accurate records.

ABILITY to schedule activities and gather and/or collate data. Consider a number of factors when using equipment. Work with a diversity of individuals and/or groups. Work with specific, job-related data. Utilize a variety of job-related equipment. Assemble, serve and sell a variety of food items in large quantities in a sanitary kitchen and/or food service area. Operate a point of sale terminal and compute daily cash totals. Make change and arithmetic calculations quickly and accurately. Understand and follow oral and written directions Interpret and apply rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Meet deadlines and schedules.

In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation. Problem solving with equipment is limited to moderate.

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RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized procedures providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often 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 job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Occasionally	Stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back; fingering/fine manipulation, power/firm grasping, standing, hand controls, foot controls; sitting for periods of time up to 45 minutes in duration to drive a vehicle
Frequently	Lifting and carrying up to 50 lbs. at waist height up to 10 ft.; sitting, walking, neck flexion/rotation, lifting up to 10 lbs. at shoulder height, carrying up to 10 lbs. up to 20 ft.; pushing and pulling, reach above shoulder, reach at shoulder
Frequently/Continuously	handling/simple grasping, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Must be able to hear traffic alarms, student voices, respond to oral instructions. Must be able to see traffic signals, near, distant, color, depth, and peripherally.

ENVIRONMENTAL CONDITIONS

Work involves driving a vehicle; potential traffic hazards, exposure to dust, gas or fumes, exposure to vibration, occasional exposure to extremes in temperature or humidity, occasional adverse weather conditions, working at heights, walking on uneven ground, working near hazardous equipment/machinery.

EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

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CONTINUING EDUCATION/TRAINING

Participate in ongoing job-related training as assigned.

LICENSING AND CERTIFICATION REQUIREMENTS

- Valid California Class C driver license and a record of driving history issued by the California DMV. The record of driving history must be issued by the DMV less than 30 days prior to applying for the position. The record must be submitted at time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program. The District will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.
- Current San Diego County food handler card (or other food handler card deemed equivalent by the District). The food handler card must be submitted at time of application.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including Tuberculosis (TB) and drug screen clearances.