

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Food Service Assistant – Delivery Driver

CLASSIFICATION: Classified

REPORTS TO: Food Service Supervisor

BASIC FUNCTION:

The Food Service Assistant/Delivery Driver is responsible for assisting in the preparation and packing of food items in a central food service production center; to serve food and perform cashiering duties in a school cafeteria, snack bar or satellite food service unit. Operate a delivery vehicle in the pick-up and delivery of food items/supplies to designated sites. The Food Service Assistant/Delivery Driver works closely with support staff and specific staff to maintain food service equipment and facilities in a safe, clean, and sanitary condition.

REPRESENTATIVE DUTIES:

- ◆ Picks up vehicle, mail, supplies, etc. from district in A.M. and returns vehicle, mail, boxes, etc. in P.M.
- ◆ Performs safety inspections and routine checks on the vehicle
- ◆ Drives delivery vehicle over designated route in accordance with established time schedules
- ◆ Prepares foods such as sandwiches, salads, salad dressing, and hot entrees
- ◆ Slices, assembles, mixes, stirs, blends, counts, weighs or measures a variety of ingredients used in food preparation activities
- ◆ Wraps and/or packages food items into specified food portions for sale
- ◆ Cooks and warms food for serving on site
- ◆ Sets up serving counters/lines with appropriate food items and supplies
- ◆ Replenishes food items as needed during service
- ◆ Inventories food on hand before/after meals/service
- ◆ Restocks food items and supplies as needed; report needs to supervisor
- ◆ Assigns and supervises student helpers during serving period
- ◆ Assists in training and works with new co-workers and/or substitutes
- ◆ Performs cashiering duties using computerized PANDA System; receives money, makes change
- ◆ Prepares monies for district cashier and school's change fund

- ◆ Maintains and prepares routine reports related to meals served and food items received, sold, left over and inventories food and supplies regularly
- ◆ Sends corrections to District for computer adjustments
- ◆ Cleans serving counters, storage and work areas; sweeps floors
- ◆ Dismantles, cleans and reassembles food service equipment/machines
- ◆ Washes trays, utensils, pans and serving equipment
- ◆ Packages and properly stores leftover food and supplies
- ◆ Communicates with students and/or parents regarding child's lunch account
- ◆ Performs related duties as required
- ◆ Maintains temperature logs for food and refrigeration

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ◆ Proper use and care of kitchen cafeteria, and food serving utensils and equipment
- ◆ Basic methods of quantity food preparation
- ◆ Proper food storage methods and procedures related to school food service operations
- ◆ Basic cleaning and sanitation methods and procedures related to school food service operations

Ability to:

- ◆ Effectively apply proper sanitation and safety requirements associated with food preparation and serving transporting
- ◆ Speak, read, write and follow instructions in English at a level sufficient to successfully perform required duties
- ◆ Perform a variety of food preparation and cleaning tasks
- ◆ Learn to operate assigned food service appliances and equipment in a safe and effective manner
- ◆ Portion and serve food efficiently and attractively
- ◆ Assist in the preparation, serving and packaging of food items
- ◆ Prepare entrees, salads and dessert items as assigned
- ◆ Maintain accurate records and prepare routine reports
- ◆ Accurately perform routine mathematical calculations using basic addition, subtraction, multiplication and division; make change
- ◆ Meet the physical requirements necessary to safely and effectively perform assigned duties such as lifting heavy cases, or standing for prolonged periods of time
- ◆ Lift and carry moderately heavy supplies up to 50 lbs.
- ◆ Establish and maintain effective work relationships with those contacted in the performance of required duties
- ◆ Maintain the confidentiality and security of sensitive information

QUALIFICATIONS:

- ◆ Valid California Drivers License
- ◆ High School Graduate or equivalent
- ◆ One year delivery driver experience or equivalent
- ◆ Food preparation or equivalent

TERMS OF EMPLOYMENT:

- ◆ 180 day position
- ◆ Salary schedule placement: Level 13 on the current SEIU Salary Schedule
- ◆ Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current contract language between SEIU and Livermore Valley Joint Unified School District

PHYSICAL DEMANDS:

	Never	Rarely	Occasional	Frequently	Continuous
Standing					X
Walking					X
Sitting		X			
Lifting (to 10 lbs.)				X	
Bending				X	
Twisting				X	
With both hands:					
Manipulate small objects				X	
Holding, grasping, turning				X	
Eye/hand coordination				X	
Picking, pinching, fingering				X	
Hearing with both ears:					
Near					X
Distance to 20 feet			X		
Vision:					
Clarity at 20 inches or less				X	
Clarity at 20 feet or more			X		
See up, down, left and right				X	
Speech and Language:					
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X

Speak and be understood on the telephone			X		
Short-term memory recall				X	
Long-term memory recall					X
Reading			X		
Writing			X		

Completion by Human Resources

Board Approval Date –
<input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input checked="" type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement
Change Effective date: