



DEER VALLEY

Unified School District

JOB DESCRIPTION

Job Title: **Food and Nutrition Warehouse Worker**

Position Type: Classified	Department: Food and Nutrition
Salary Schedule: Classified	Reports to: Cafeteria Manager
Salary Range: 20	
Term of Employment: 12 months	Date: March 11, 2016
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Provide consistent and accurate service to all school sites by receiving, delivering, and maintaining inventory of product for food services distribution center.

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.

ESSENTIAL FUNCTIONS:

- Receives, maintains, delivers product stored at district freezer, refrigerator and dry storage areas. Maintains inventory efficiently. Keeps work area clean and organized.
- Follows standards of safety in storing food. Apply Hazard Analysis Critical Control Points (HACCP) principles.
- Transports product to holding freezers at various locations and delivers to school sites weekly.
- Maintains the district BBQ grills by keeping them cleaned, and will deliver and pick up from scheduled events.
- May sub at school sites. Must possess knowledge of duties, including custodial kitchen duties and reimbursable meal content.
- Summer duties will vary to include custodial, food server and deliveries to maintain summer feeding program at various sites.
- Maintains required forms and records as assigned by the manager.
- Practices "Red Carpet Service" to all students and adult customers.
- Demonstrates teamwork through attitude and activities.

MARGINAL DUTIES:

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

SUPERVISORY RESPONSIBILITIES:

- None

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively speak simple sentences and understand simple instructions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must possess a Food Handler's Certificate obtained from the Maricopa County

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Occasionally required to walk, climb or balance; steep, kneel, crouch or crawl.
- Must regularly lift and/or move up to 60 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions.
- The employee is occasionally exposed to extreme heat and cold.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.