



# DEER VALLEY

*Unified School District*

## JOB DESCRIPTION

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

Position Type: <b>Classified</b>	Department: <b>Food and Nutrition Dept.</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Food and Nutrition Director</b>
Salary Range: <b>18</b>	
Term of Employment: <b>9 Months</b>	Date: <b>March 11, 2016</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

To perform courier services for the Food & Nutrition Dept. on a daily basis. Assist Food & Nutrition Director with site substitution needs including custodial, cashier, or warehouse duties.

*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:**

- Using DVUSD van picks up and delivers all Food & Nutrition Dept. mail, deposits, supplies, etc., keeping vehicle secure at all times.
- Assists with various office duties including mail redistribution and deposit reconciliation.
- Substitutes at school sites when available, including custodial, serving, cooking and performing cashier duties.
- Is responsible for food preparation for adults and students as assigned by manager.
- Practices procedures in food preparation, customer service, use and care of equipment and all cleanup including washing of dishes.
- When available may assist in warehouse to receive, stage, deliver product and keep warehouse areas clean.
- Practices “Red Carpet Service” to all students and adult customers.
- Demonstrates teamwork through attitude and activities.

### **MARGINAL DUTIES:**

- Assists 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.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Demonstrates the ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the 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 Maricopa County.
- Must be bondable.

### **EDUCATION AND/OR EXPERIENCE:**

- High school diploma or GED equivalent.

**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 30 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.*