



DEER VALLEY

Unified School District

JOB DESCRIPTION

Job Title: **Food Mobile Pantry Assistant**
Limited Position

Position Type: Classified	Department: Food and Nutrition
Salary Schedule: Classified	Reports to: Family Liaison and Principal
Salary Range: 14	Location: Constitution
Term of Employment: 9 months	Date: June 14, 2022
Shift: 3 hours/day	Approved by: Human Resources

POSITION SUMMARY:

To provide parents and community members access to nutritious meals in an atmosphere of efficiency, cleanliness, and friendliness.

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:

- Practices procedures in food handling, customer service, use and care of equipment and all cleanup.
- Follows standards of safety in lifting, and storing food.
- Assists in maintaining required forms and records as assigned by the manager.
- Practices “Red Carpet Service” to all adult customers.
- Attends job-related training classes and workshops.
- Confers with supervisor by presenting and aiding in the resolutions of difficult problems or questions, discussing plans and actions to be taken, making appropriate decisions.
- Maintains positive relationships with staff, parents, community, models appropriate adult behavior; maintains a positive, cordial relaxed environment.

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:

- Ability and desire to provide outstanding customer service.
- 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 multi-task.
- 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 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.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Must demonstrate the ability to operate specific equipment or tools.

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.
- Occasionally required to walk, climb or balance; steep, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- 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.