



Job Description

School Nutrition Services Food Distribution Technician

JOB TITLE: Food Distribution Technician

REPORTS TO: Procurement & Distribution Manager, School Nutrition Services

SALARY: State and Local Salary Schedules

STATUS: Permanent, 12 months, Classified, Exempt – Grade 56

SUMMARY:

Provide direct support for the School Nutrition Services (SNS) Department through storing, pulling and distributing food and supplies directly to the schools. Work collaboratively with the Central Office team, District Leadership and school based Administration to ensure a smooth operation and excellent customer service.

RESPONSIBILITIES & DUTIES:

General Expectations

- Communicate positively with school staff, students, parents and visitors to promote a customer focused service.
- Collaborate with all School Nutrition Services team members to foster teamwork.
- Maintain accurate records and reporting.
- Assist with internal and external communications through regular updates.
- Perform all other duties as assigned.

Food Distribution

- Assist with safe storage of food and supplies.
- Follow practices of FIFO (First-in / First-out) for food storage.
- Properly label and date food as required.
- Pull and stage food and supplies for weekly deliveries
- Deliver food and supplies directly to school cafeterias.
- Maintain control of delivery tickets and require signatures and documented changes.
- Assist with alternative vendor purchases and deliveries in emergency situations.
- Assist with food pick-up, storage or disposal during freezer or refrigerator failures.
- Assist with process for landfill usage.
- Complete all required annual trainings and maintain minimum professional development hours as required by law.
- Provide assistance with immediate delivery solutions for emergencies at schools.
- Assist with removal and disposal of school based equipment.
- Assist with equipment sales of surplus School Nutrition equipment.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

High school diploma with a minimum of three (3) years of experience in institutional food service or management of a commercial food service operation.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic principles of nutrition and quantity food production.
- Ability to maintain proper records and accountability processes.
- General knowledge of the Occupational Safety and Health Administration (OSHA), equipment use and care in food service operations.
- Extensive knowledge of personal computers including proficiency in Windows based programs, spreadsheets, and database software.
- Excellent communication and organizational skills.
- Ability to interact with external and internal professional; staff to foster community partnerships.
- Ability to function efficiently and independently, and plan and prioritize daily work activities to meet department goals and objectives.
- Ability to plan, organize and execute training or supervisory projects with minimal communication or supervision.

RESOURCE REQUIREMENTS:

e-mail address Outlook

District vehicle

Software (Microsoft Office, Adobe)

AS400

Web site access

Building access key/code (for necessary building access during non-traditional hours)

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already have their own access)

PHYSICAL REQUIREMENTS:

1. Must be physically able to operate a variety of equipment and machinery including core drills, cherry pickers, scaffolds, electrical tools, etc.
2. Must be physically able to operate a motor vehicle.
3. Must be able to exert up to 150 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects.
4. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.
5. Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.
6. Requires the ability to read work orders, logs, diagrams, simple reports, etc., according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.
7. Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
8. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.
9. Must be able to communicate effectively and efficiently in Standard English, and electrical and mechanical terminology.
10. Requires the ability to inspect items for proper length, width and shape.
11. Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.
12. Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.
13. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
14. Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words).

DISCLAIMER: Standard for all positions

The above statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. This job description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary to perform in this position. Employees are expected to adequately perform all duties above and all other duties as assigned.

(The employee should sign that they read and understand the job description at the hiring conference or with hiring manager on the first day of work)

Signature

Date