



CLASSIFIED
Job Class Description
4270.49

Alpine Union School District

Equal Employment Opportunity

DELIVERY SERVICES TRANSPORTER

DEPARTMENT: Child Nutrition

SALARY SCHEDULE: Classified
LEVEL: Range 8

REPORTS TO: Director of Child Nutrition

DATES CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective:.....

PURPOSE:

Under the direction of the Director of Child Nutrition, the job of Delivery Services Transporter is done for the purposes of transporting food, supplies, equipment and mail to District school sites; performing tasks relating to the preparation, serving and sale of food at a school site location. Incumbents in this classification provide students and staff the Child Nutrition Program for breakfast and lunch meals necessary for children's daily nutrition needs which directly supports student learning.

Distinguishing Characteristics

The Delivery Service Transporter performs duties supporting the Child Nutrition Program such as loading/unloading a vehicle for transporting prepared meals, food items and equipment to school site food service areas. Positions in this class also support the District's needs to deliver other supplies and deliver canvas mail bags to/from/among sites and the District Office. Positions in the class may also perform, as occasionally directed, other routine Child Nutrition-related duties such as set-up, serving, cashiering, cleaning, and basic food assembly typical of the class Child Nutrition Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Drives an assigned and appropriate district vehicle to transport food, money, and equipment to and from Joan MacQueen Middle School and other district sites for the purpose of providing food and supply items in support of the District's school breakfast and lunch programs, while maintaining compliance with current health department and food safety standards.

Job Class Title: **Delivery Services Transporter**

Updated 11/2019

Previous job class approval/revision dates: 12/08/2004

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- Locks gates at all school for large loads.
- Picks up and delivers all mail to/from each site's school office and the District Office daily. This does not include sorting of individual pieces of mail for distribution at sites or the District Office.
- Cleans, organizes and maintains in sanitary condition the Child Nutrition food storage areas (e.g., refrigerators, freezers, pantries, shelving) and equipment in accordance with applicable health and safety regulations and requirements.
- Receives vendor deliveries of Child Nutrition food and supplies and stores items in designated areas such as pantries, refrigerators and freezers in accordance with health and sanitation standards for the purpose of maintaining items for future use.
- Ensures delivery vehicle is available for regular servicing and may be required to drive delivery vehicle to third party for service (currently the Grossmont UHSD Transportation Department shop); alerts assigned supervisor whenever vehicle requires unscheduled maintenance or repairs; assigned supervisor will coordinate with Maintenance and Operations Supervisor for availability of alternate vehicle when needed while delivery vehicle is being serviced.
- Sets up food line and serves and sells food occasionally and only when so directed as back-up help at various sites to fill in during short-term absences of regular staff.
- Communicates through District email service and other electronic communications.
- Observe and report any pest control issues
- Performs other duties related to the class as assigned.

QUALIFICATIONS / REQUIREMENTS

(At time of application.)

KNOWLEDGE OF:

- Hazard Analysis and Critical Control Points (HACCP) specific to food preparation, transport and storage operation.
- Standard equipment for food transportation and storage.
- Rules of the road and practices for the safe operation and maintenance of a delivery vehicle.

ABILITY TO:

- Operate a vehicle safely to transport food items and supplies.
- Operate equipment used in the storage and transport of food items and supplies.
- Gather and/or collate data.
- Consider a number of factors when using equipment.
- Work with a diversity of individuals and/or groups.
- Work with specific, job-related data.
- Utilize a variety of job-related equipment.
- Perform basic math.
- Read a variety of manuals pertaining to, for example, food service, safe food handling, delivery vehicle operating features, and related information.
- Understand and apply written procedures and safety protocols.
- Prepare and maintain accurate records (e.g., fuel and mileage logs).
- Safely store frozen, refrigerated and non-refrigerated food and supplies.

- Assemble, serve and sell a variety of food items in large quantities in a sanitary kitchen and/or food service area.
- Compute daily cash totals.
- Make change and arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Interpret and apply rules, regulations, policies and procedures.
- Establish and maintain effective working relationships with students, staff and the community.
- Communicate effectively, professionally and respectfully with a diversity of individuals and/or groups.
- Follow department and District policies and procedures.

EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:

Training and Experience:

High school diploma or equivalent.

One year of recent experience to demonstrate the knowledge and abilities listed above. Typical examples of qualifying experience would include warehouse work, delivery work, work in commercial food preparation and production.

Licenses and Certificates:

Possess and maintain a valid California Driver's License and the ability to qualify for District vehicle insurance coverage.

Possess and maintain a valid State of California Food Handlers card issued by a County-authorized food handler training school or a County of San Diego food handler test administered by the current food safety manager who has passed a state-approved food safety certification exam. Food handler cards are valid for three years.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Good physical condition as determined by pre-employment inquiries and medical examination.

Significant lifting, carrying, pushing, and/or pulling.

Some climbing and balancing.

Some stooping, kneeling, crouching, and/or crawling.

Significant fine finger dexterity.

This job requires the ability to lift objects weighing up to 50 pounds.

The job is performed under some temperature extremes (e.g., walk-in refrigerators and freezers, winter weather at elevation and summer temperatures exceeding 100° F) and some hazardous conditions (e.g., driving in traffic).