

## **Child Nutrition Delivery**

### **Purpose Statement**

The job of Child Nutrition Delivery is done for the purpose/s of providing support to the warehousing operations with specific responsibilities for transporting food, supplies, and/or equipment to designated sites while maintaining vehicle in a sanitary and safe operating condition.

This job reports to Food Service Coordinator

### **Essential Functions**

- Collects cafeteria deposits from designated sites for the purpose of providing tracking and recording of monies.
- Loads food items, supplies and/or equipment for the purpose of preparing items for transport to assigned location.
- Maintains manual and electronic files and records (e.g. temperature logs, delivery logs, routes, etc.) for the purpose of providing written support and/or conveying information.
- Maintains assigned vehicle (e.g. fluid levels, fueling, cleaning, tire pressure, etc.) for the purpose of ensuring safe operation of vehicle and sanitation of transported food items.
- Responds to inquiries of site and central kitchen staff for the purpose of providing information and/or direction regarding status of deliveries, etc.
- Transports food items, supplies and/or equipment for the purpose of delivering requested items to designated sites.
- Transports food items, supplies and/or equipment for the purpose of meeting health and safety guidelines.
- Unloads food items, supplies and/or equipment for the purpose of providing requested items at designated sites.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance, and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may

require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

Post Offer Physical Exam

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training:**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

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