

## **FOOD DISTRIBUTION WORKER**

### **DEFINITION:**

Under general supervision of the Director of Food Services, the Food Distribution Worker heats and/or makes ready for serving prepared and packaged food items; serves and/or sells food to students and faculty during nutrition and lunch periods; keeps accurate records; maintains food service areas, facilities and equipment in a clean and sanitary condition; performs related work as necessary or required.

### **EXAMPLES OF DUTIES:**

Daily, based on information received from site staff and estimates, orders prepared meals, ala carte foods and other food items; *E*

Receives, stores, and assembles prepared breakfasts, lunches, packaged and other food items; *E*

Serves prepared meals and food items during nutrition and lunch periods; *E*

Collects monies from students and faculty buying food items, maintains records of students participating in the National School Lunch Program, some schools may use a computer to record transactions when serving lunch; *E*

Prepares daily reports and accounting of funds received, food items served, inventories stock on hand and items returned or spoiled; *E*

Cleans kitchen areas, heating ovens, refrigerators, racks, freezers, sinks and tables as necessary to insure sanitary conditions prevail; *E*

Reports all job related concerns to the Director of Food Service; *E*

May taste foods to ensure freshness and palatability;

May assist in orienting new food service substitutes to duties of a particular school kitchen.

May transport monies to central location(s);

May serve prepared breakfast items and other food items at schools participating in the National School Lunch Program;

May process confidential free lunch applications.

### **SUPERVISION:**

General supervision is received from the Director of Food Services.

Supervision is not exercised over other employees.

*E denotes an essential function of the job.*

**MINIMUM QUALIFICATIONS:****Knowledge of:**

Food serving methods and procedures, such as heating and wrapping food items;  
Proper temperatures for preparing and storing food items;  
Storing, serving and selling food items;  
Simple inventory, record keeping and ordering practices;  
Basic arithmetic calculations.

**Ability to:**

Accurately handle and account for money received and make change;  
Follow applicable health and sanitation requirements;  
Lift and transport quantities of food and dairy items;  
Function effectively under time pressures;  
Operate standard office equipment including calculators, copier machines, and personal computers (PC=s).  
Learn to efficiently use the Food Service point of sale software used by the District;  
Understand and carry out oral and written instructions;  
Establish and maintain cooperative working relationships.

**EDUCATION AND EXPERIENCE:**

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in this classification. Some experience in food preparation, assembly, serving and kitchen maintenance preferred.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Lifts, carries, pushes and pulls up to 50 pounds; frequently stands, walks, maintains balance, stoops and bends; occasionally reaches over head; repetitively uses fingers on both hands simultaneously; requires rapid mental/muscular coordination; speaks clearly and hears normal voice conversation; sees small details; may drive a vehicle; works inside and outside; is exposed to high and low temperature equipment and frequent temperature changes; frequently has hands in water; is exposed to minor, occasionally severe, contagious illnesses; has direct contact with students and other district staff; works with deadlines without direct guidance from supervisor; wears oven mitts and latex gloves; employment is contingent upon passing physical and back evaluation test.

**LICENSES REQUIRED:**

Some positions may require possession of a valid and appropriate California Driver 's License.

Some positions are required to possess a ServeSafe Certificate.

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