

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: FOOD AND NUTRITIONAL SERVICES DELIVERY DRIVER LEAD & DISTRIBUTION SPECIALIST

SALARY: RANGE 31 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Food and Nutritional Services Director, lead and participate in the transportation of foods, supplies, and equipment to designated sites; maintain vehicle(s) in a safe operating condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Fill and stage all Distribution Center grocery orders placed by NUSD sites.

Lead and participate in the transportation and delivery of hot and cold food, snacks, and other food items to school sites; drive a District vehicle to conduct work; ensure availability of food service items and maintain compliance with mandated nutritional requirements.

Work closely with Food and Nutritional Services Delivery Drivers to ensure proper, timely transportation of all food and non-food items, supplies and equipment to all Novato sites from the Distribution Center

Assist with loading and unloading orders for food items, supplies, and equipment for assigned school sites

Assist with maintaining the organization of food items stored in the freezer, cooler, and dry storage area; remove food from freezers as appropriate.

Stock food items, equipment, materials, and supplies; maintain required inventory levels; ensure availability of items when requested.

Receive and inspect food items and supplies; verify quantity and specifications of orders; comply with mandated health requirements.

Maintain vehicles and warehouse equipment; clean, inspect, fuel, and check oil and tire pressure of assigned vehicles; ensure safe operation of the vehicles and equipment.

Respond to inquiries of staff; provide information regarding the status of orders and deliveries.

Train and provide work direction to assigned staff.

Prepare documentation, reports, correspondence, etc. to provide written support and/or convey information.

Assist other personnel and/or perform functions, as required, of another position within area of responsibility to provide overall coverage of food service operations.

Attend regularly scheduled staff meetings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ Principles of training and providing work direction to others.
- ▶ Methods, practices, procedures, and terminology used in food service warehouse and distribution and delivery operations.
- ▶ Traffic laws, defensive driving techniques, and rules of the road.
- ▶ Proper loading and unloading of trucks.
- ▶ Proper lifting techniques.
- ▶ Operation of a truck, forklift, pallet jack, dolly, hand truck, and other warehouse equipment.
- ▶ Sanitation and safety practices related to handling and transporting food.
- ▶ Storage and rotation of perishable foods.
- ▶ Health and safety regulations.
- ▶ Food safety and Federal requirements.
- ▶ Inventory practices and procedures.
- ▶ Record keeping skills techniques.
- ▶ Mathematical calculations.
- ▶ Interpersonal skills using tact, patience, and courtesy.
- ▶ Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

- ▶ Train and provide work direction to assigned staff.
- ▶ Participate in a variety of food service distribution functions.
- ▶ Observe food safety and Federal meal regulations.
- ▶ Operate a cargo van and other warehouse equipment.
- ▶ Drive a vehicle to various locations to pick up and deliver food items and supplies.
- ▶ Observe legal and defensive driving practices.
- ▶ Assist in filling and processing daily food service orders.
- ▶ Load and unload shipments of food items and supplies.
- ▶ Follow and ensure compliance with health and sanitation requirements.
- ▶ Ensure proper temperature of food items.
- ▶ Add, subtract, multiply, and divide quickly and accurately.
- ▶ Maintain various records related to work performed.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Compose clear, complete, and concise correspondence and reports independently.
- ▶ Establish and maintain cooperative and effective working relationships with others.
- ▶ Plan and organize work.
- ▶ Meet established schedules and timelines
- ▶ Work effectively with limited supervision.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and one year of warehouse delivery or related experience including work with perishable food items.

OTHER REQUIREMENTS:

- ▶ Valid California Driver's License.
- ▶ DMV Pull authorization for NUSD.
- ▶ Valid ServSafe Certificate.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:**ENVIRONMENT:**

- ▶ Driving a vehicle to conduct work.
- ▶ Indoor and outdoor working environment.
- ▶ Food service environment.

PHYSICAL DEMANDS:

- ▶ Sitting or standing for extended periods of time.
- ▶ Seeing to read and monitor food quality and quantity.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Dexterity of hands and fingers to handle, load, and unload supplies.
- ▶ Bending at the waist, crouching, kneeling, stooping, climbing, and balancing to reach materials.
- ▶ Reaching overhead, above shoulders, and horizontally.
- ▶ Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position (up to 45 pounds).

POTENTIAL HAZARDS:

- ▶ Driving a vehicle during adverse weather conditions.
- ▶ Working around sharp objects.
- ▶ Regular exposure to fumes, dust, and odors.
- ▶ Heat from ovens.
- ▶ Exposure to very hot foods, equipment, and metal objects.

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

*For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer:
Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.*