

MONTEREY COUNTY OFFICE OF EDUCATION

FOOD SERVICE DELIVERY ASSISTANT

CLASSIFICATION: Classified

SALARY LEVEL: 30

WORK YEAR:

DEFINITION:

Under the general supervision of the Food and Nutrition Services Coordinator or Senior Director of Alternative Education, the Food Service Delivery Assistant packs, loads vehicle, picks up, delivers food service meals, equipment and supplies to and from school sites according to a set schedule; washes food service equipment and dishes.

SUPERVISOR:

Food and Nutrition Services Coordinator
Senior Director of Alternative Education

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Packs hot and cold food into appropriate transport containers
- Ensures that food delivery matches student allergy transport sheets
- Loads and unloads delivery vehicle
- Transports and delivers student meals, food service equipment, supplies, and mail
- Checks vehicle for basic drivability and refers any maintenance needs to appropriate personnel
- Washes and stores food service storage containers, pots and pans, and utensils
- Fills supply orders from sites
- Maintain valid food handler's card
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as assigned

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 50 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

- Any combination of education equivalent to a high school diploma
- Any combination of training and experience which has provided the applicant with the required knowledge and abilities to successfully perform job duties

Knowledge of:

- Experience in driving automotive equipment
- Safe driving practices
- Basic kitchen and food service equipment
- Food service sanitation proper cleaning methods
- Basic math

Skills and Abilities:

- Operate a vehicle safely and efficiently
- Understand and follow oral and written instructions in English
- Read and write in English at a level to perform responsibilities
- Establish and maintain effective relationships with those contacted in the in the course of work including preschool children
- Operate assigned food service equipment safely and effectively
- Work in adverse temperature conditions
- Use initiative and judgment in discussing problems with the public and staff, involving practices and policies
- Work as a team member
- Perform under demanding and varied work schedule with ability to remain flexible and focused during interruptions and distractions
- Meet schedules and timelines

Licenses and Certifications:

- Possession of an appropriate, valid California driver's license with evidence of insurability
- Attain food handler's card within 60 days of employment

- Some offers of employment are contingent upon documentation of immunizations and/or exemption as required by state regulations (including but not limited to measles, pertussis and influenza)

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