

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	CHILD NUTRITION WAREHOUSE/CUSTODIAN
Job Family:	Child Nutrition
Reports to:	Director of Child Nutrition Services
Salary Level:	Range 25
Calendar:	Classified 12 Month

SUMMARY:

Under the general supervision of the Director of Child Nutrition Services, receive, organize, record and store food supplies and equipment at District warehouse facility; perform routine custodial duties in the Food Service Central Kitchen and warehouse facility to maintain food service facilities, equipment and utensils in a clean and sanitary condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES: 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.

- Receive, record and store kitchen supplies, beverages, fresh and packaged food, unprepared and prepared meal items and cafeteria and kitchen equipment at District warehouse facility.
- Shelf and store items received in appropriate and designated sections of the warehouse; place food items in racks, coolers or freezers as required; ensure proper temperature of food items; rotate perishable and nonperishable inventory as needed.
- Monitor students and serving lines during breakfast and lunch.
- Unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; notify appropriate personnel of issues related to orders; ensure food shipments are not spoiled or damaged; confirm distribution activities comply with safety and sanitation requirements.
- Perform routine custodial activities at Food Services cafeteria and kitchen facilities; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets and other work areas; spot clean and shampoo carpets; maintain food service area in a clean and sanitary condition; mop spills; clean serving counters, tables, food containers, milk boxes, trays, and food service equipment.
- Make occasional warehouse deliveries as needed; drive District delivery truck to perform tasks.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned.
- Report safety, sanitary and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate authority; make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes.
- Catch and remove pests, vermin or other animals on kitchen and cafeteria premises according to established procedures.
- Ensure proper storage of food, equipment and supplies; wash trays, pots, pans, plates, utensils and other serving equipment as assigned.
- Collect and dispose of trash; recycle items according to established guidelines; re-line trash cans as needed; move trash cans in and out of the facility for trash collection.
- Maintain various routine records related to assigned activities as required.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

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

Licenses and other Requirements

- Valid California Driver's License with proof of insurance. (*Must submit authorization for License Pull Notice*)
- Serve Safe Food Handlers Certificate.

Knowledge of:

- Methods, practices, procedures and terminology used in food service warehouse, distribution and delivery operations.
- Applicable laws, regulations, policies and procedures.
- Methods of safe cleaning and disinfecting of kitchen equipment, utensils and food processing machines.
- Basic math and cashiering skills.
- Proper lifting techniques.
- Basic record-keeping techniques.
- Custodial supplies, equipment and cleaning techniques.
- Routine equipment maintenance and care of custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned.

Ability to:

- Receive and process warehouse items according to established procedures.
- Clean Central Kitchen and Food Service facilities.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned.
- Load and unload shipments of food items and supplies.
- Maintain food service facilities, equipment and utensils in a clean and sanitary condition.
- Learn to operate a computer as required.
- Operate standard kitchen and warehouse equipment safely and efficiently.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Understand and follow oral and written instructions.
- Make basic math computations.
- Maintain routine records related to work performed.

WORKING CONDITIONS:

Work Environment:

- Warehouse and Central Kitchen environment.
- Driving a vehicle to conduct work.

Physical Demands:

- Standing and walking for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Dexterity of hands and fingers to operate warehouse and custodial equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Pushing and pulling heavy pallets.
- Seeing to perform assigned activities.
- Climbing ladders and working from heights to replace light bulbs and store food supplies.

Hazards:


- Exposure to hot foods, equipment, and metal objects.
- Exposure to cleaning chemicals and fumes.

- Subject to fumes, dust and odors.
- Working on ladders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018