



SCHOOL NUTRITION PLUS

JOB DESCRIPTION

Job Title: Driver-Kitchen Worker

Date: July 2016

Department: Catering

O Non-Exempt Full-Time

Job Reports To: Immediate supervision is received from the Kitchen Supervisor or Chef Manager. Directions may also be received from school administrators.

School Nutrition Plus is a school catering and food service consulting business located in Los Angeles, CA. We are an innovative company that assists schools with all aspects of the Child Nutrition Program, from planning menus and catering meals, to directing cafeteria operations at school districts. We run health-focused programming as a signature service.

Job Summary/Objective:

Under general supervision, drives a company van or other light vehicle in the pickup and delivery of meals and food service materials and supplies; performs routine food service duties such as washing dishes and serving food, and performs related work as required.

Essential Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Job Duties:

- Drives a van or light truck, to and from central kitchen, preparation kitchens, and satellite school sites.
- Pick up and deliver prepared meals, food stuffs, and supplies.
- Load food carrier containers with prepared meals into vehicle for delivery; at satellite site unload and transport food carrier containers into kitchen; return to each satellite site to pick up food carrier containers, load into vehicle, and return to preparation kitchen.
- Maintain routine records related to delivery and food service duties.
- Perform daily safety inspection of vehicles and operate vehicle to and from central kitchen and school sites, obeying traffic laws and observing defensive driving practices; wash, fuel, and perform minor preventive maintenance of assigned vehicles.
- Perform the full range of duties assigned to the Food Server class, including:
 - Serves a large volume of a variety of foods to students at school sites as specified by the menus, recipes, and production records.

- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Assists with making sure all students have the required components to qualify for a reimbursable meal.
- Assists in receiving and storing foods, condiments, and supplies to maintain adequate quantities and item security.
- Assists in clean-up of serving counters, salad bar, milk cooler and cashier areas.
- Ensures that all transportation records are completed on a daily basis.
- Sets up and merchandises food and food service areas and serves food.
- Utilizes kitchenware such as, but not limited to spatulas, tongs, spoons, and ladles.
- Practices safe food handling according to Hazardous Analysis Critical Control Point HACCP, LA County Health Department, and PCS Food Services Standard Operating Procedures.
- Assists in the monitoring, reduction, and management of food waste.
- Clean and sanitize pots, pans, and kitchen utensils.
- Performs daily, weekly, and monthly deep cleaning of the service areas and transportation equipment.
- Disposes of waste according to the Food Services Operating Procedures, OSHA, the State, and LA County Health Department processes and procedures.
- Assists in taking inventory.
- Cleans and sanitizes pots, pans, and kitchen utensils.
- Mops floors and disposes of waste according to the Food Services Operating Procedures, OSHA, the State, and LA County Health Department processes and procedures.
- Performs related duties as assigned.

Competencies & Ability:

- Perform varied delivery duties in the receipt and distribution of food carriers, food stuffs, and supplies
- Perform routine food serving and dishwashing work in an institutional setting
- Follow routes and maps to various locations
- Operate a light vehicle, observing legal and defensive driving practices
- Work rapidly and efficiently in performing job duties
- Work cohesively with peers, supervisors, school personnel, and students
- Work in large groups and crowds
- Apply and maintain standards of cleanliness, sanitation, and personal hygiene
- Read, write, and communicate in basic English
- Demonstrate customer service skills on an ongoing basis
- Operation of light vehicles and basic vehicle maintenance procedures
- Basic record-keeping methods applicable to delivery functions
- Sanitation and safety practices in the transport, handling and preparation of food
- Use and care of kitchen equipment and utensils
- Cleaning and sanitation methods used in a food service environment

- Food storage methods
- Basic arithmetic (i.e. addition, subtraction, multiplication, and division)
- Customer Service experience
- ServSafe certified or willing to become

Work Environment: This job operates in a kitchen on school campus. Some catering events may be outside.

Essential Physical Functions:

- Safely lift and carry objects weighing up to 50 pounds
- Stand and walk on concrete and tile floors for long periods of time
- Sitting for long periods of time
- Dexterity of hands and fingers to operate assigned vehicle
- Seeing to inspect the vehicle
- Withstand a wide range of temperatures

Position Type/Expected Hours of Work: This is full-time position. Days and hours of work are Monday through Friday from 5:00 a.m. to 4:00 p.m. (varies)

Travel: This position requires travel to some of our client schools in the Greater Los Angeles and Orange County area on a regular basis. No interstate travel or international travel required.

Required Education and Experience:

- Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. A typical qualifying entrance background is experience in delivery driving.

LICENSES AND OTHER REQUIREMENTS

Possession of a valid and appropriate California Driver's License Class C with all unrestricted endorsements.

Additional Comments: This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the role. Duties, responsibilities, and activities may change at any time with or without notice.

STATEMENT OF AT-WILL EMPLOYMENT: Employment at School Nutrition Plus is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or School Nutrition Plus. Nothing in this job description or in any document or statement shall limit the right to terminate employment at-will. No manager, supervisor, or employee of School Nutrition Plus has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the President of School Nutrition Plus has the authority to make any such agreement and then only in writing.

Approved by: _____ Date: _____
Human Resources/Manager

Employee's Name (Printed) _____

Employee's Signature: _____ Date: _____