

SAN JOSE UNIFIED SCHOOL DISTRICT

I. **Title** Culinary Center; Utility Worker I (9.5 mos./year)

II. **Definition**

Under the direction of the Utility Worker II, assist with the operation of the culinary center warehouse: receives, stores, and issues food and supplies. Performs custodial duties as needed during operating hours. Makes daily deliveries as assigned.

III. **Examples of Duties**

Maintains and enters data through the use of a computer terminal; follows established storekeeping standards and procedures in consultation with supervisor; as needed, plans, organizes and supervises the receiving, storage, and distribution of all items received in the Culinary Center warehouse; supervises the inspection of shipments received for conformity to purchase order specifications; notes and reports shortages, damages, or other discrepancies; assist with routing and scheduling deliveries as needed; performs physical inventories; maintains filing systems for purchase orders, inventory registers, data processing and miscellaneous other forms pertaining to the supply system; trains, assigns, operates, oversees servicing and routine maintenance of forklift and other warehouse equipment; prepares reports. Assist drivers as needed to load vehicles for food and supply deliveries. Operates district vehicle for delivery of food and supplies. Performs general custodial duties daily as assigned. Performs other duties as needed in operation of the warehouse and kitchen operation

IV. **Distinguishing Characteristics**

Not applicable

V. **Employment Standards**

A. **Knowledge of:**

Warehousing procedures and practices related to receiving, inspecting, storing for central kitchen and issuing materials and supplies;

Forklift operation, servicing and maintenance schedules;

District site locations;

Methods, materials and supplies used in various custodial activities;

Hazard Analysis of Critical Control Points (HACCP) procedures;

B. **Ability to:**

Meet the public tactfully and courteously and establish and maintain cooperative and effective working relationships with coworkers and supervisors;

Work independently with minimal supervision;
Drive forklift and district vehicles as assigned;

Culinary Center; Utility Worker I (continued) - Page 2

Follow verbal and written directions;
Be flexible in daily work assignments and work loads;
Perform heavy manual labor, lifting of heavy items up to 50 lbs;
Maintain accurate records and exercise control over stores issue;
Complete department required paperwork;
Train and supervise others;
Plan and schedule work loads;

C. Education/Training/Experience:

Completion of twelfth grade or equivalent or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed above. Five years of warehouse or stock clerk experience preferred.

D. Licenses/Certificates:

VI. Specific Qualifications

Valid California driver's license and proof of current California auto liability insurance at time of appointment, and throughout employment in this classification.

Personal automobile for job related travel
Valid ServSafe certificate

VII. Working Conditions

Kitchen and office environment.
Subject to heat from ovens and cold from refrigerators and freezers.
Driving a vehicle to conduct work.

VIII. Physical Demands

Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling heavy items.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching
Hearing and speaking to exchange information.
Seeing to monitor food quality and quantity

IX. Hazards

Exposure to very hot equipment and metal objects
Operation of heavy duty equipment, vehicles and forklift.
Extended work time in *refrigeration and freezer units*.

Date: Board Approved 11/21/2006

Range: 25 9.5 Months

Job Class: 4701

RB/cd/GR/sgl