

SAN JOSE UNIFIED SCHOOL DISTRICT

I. Title Food Transporter

II. Definition

Under General Supervision, to operate truck; to load and unload food from prep kitchens in a safe and orderly manner; deliver food to receiving kitchen, place food under refrigeration, respond to District emergencies; and to do related work consistent with the job description.

III. Examples of Duties

Operates trucks; delivers and picks up meals from Washington, Middle and High school preparation kitchens, cafeteria supplies and small kitchen equipment. May assist in minor repair of equipment ie, hot boxes, etc. Keeps records of mileage, fuel, oil and prepares reports of driving hazards, incidents and other District reports as required; responds to assist in emergency situations such as vandalism, floods, fire, etc. Sets and adjusts schedule at least once a month. Instructs transport servers on use of hot box unit.

IV. Distinguishing Characteristics

Must pass Food Service Promotional Test. Will be required to assist in production of food in prep kitchen as needed.

V. Employment Standards

A. Knowledge of:

Operation and maintenance of trucks;
Safe driving regulations and practices;
Principles of Safety and Sanitation according to HACCP regulations;
Health Department regulations;
School Breakfast and Lunch Meal Pattern requirements.

B. Ability to:

- Operate trucks skillfully and in accordance with traffic regulations;
- Perform heavy manual labor-minimum of 25 stops daily;
- Work independently;
- Understand and carry out oral and written instructions;
- Adhere to principles of safety and sanitation;
- Adhere to Health Department regulations;
- Keep accurate daily records, read road maps and set own schedule;
- Meet the public tactfully and courteously and establish and maintain cooperative and effective working relationships;
- Generate own delivery schedule based on School lunch times, recess and bus schedules;
- Help transport server with school lunch pattern in case of substitutions;
- Manage transport site storage equipment according to fluctuating menu and needs;
- Work with Cafeteria Managers to insure ample supplies for transport sites;
- Load and unload food in racks and on dollies without assistance when necessary;
- Solve problems independently.

C. Education/Training/Experience:

- Completion of 12th grade or equivalent;
- Continual training in Safety and Sanitation.

D. Physical Effort/Work Environment:

- Heavy physical effort with frequent standing, walking or bending;
- Perform heavy manual labor-minimum 25 stops daily;
- Constant handling of medium to heavy weight parcels or supplies;
- Outdoor work environment.

E. Licenses/Certificates:

Valid California Driver's License.

VI. Specific Qualifications

Knowledge of health laws according to HACCP regulations and food handling;

Pass Food Service Promotional Test.

Date 1/99

Range 22a

Position Code