

## **Child Nutrition - Transport**

### **Purpose Statement**

The job of Child Nutrition - Transport is done for the purpose/s of cooking, baking and preparing food items that meet mandated nutritional requirements and/or requests of students and school personnel; maintains vehicle; loads and unloads items; transports and serves food at school facilities; verifying quantities and specifications of orders; maintaining facilities in a sanitary condition; and assisting assigned food service personnel in performing their functions.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Child Nutrition Manager

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### **Essential Functions**

- Assists in food preparation for the purpose of meeting mandated nutritional and/or projected meal requirements.
- Cleans utensils, equipment, storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Directs assigned personnel (e.g. student workers, other Child Nutrition staff, etc.) for the purpose of assisting them in performing their functions in a safe and efficient manner.
- Evaluates prepared food for flavor, appearance and temperature (e.g. checks temperature, keeps sample tray, etc.) for the purpose of presenting items that will be accepted by students and/or staff.
- Evaluates food preparation amounts and adjusts orders, if required, for the purpose of ensuring projected meal requirements are accurate and minimizing waste of food items.
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Loads food items, supplies and/or equipment for the purpose of preparing required items for transport to assigned sites.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Maintains assigned vehicle's fuel, oil, tire pressure, cleaning, etc. for the purpose of ensuring the safe operation of vehicle and sanitation of transported food items.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Monitors food items (e.g. time temperature, keeps sample tray, checks individual lunches to meet allegory requirements of students and staff, amount of portions, etc.) for the purpose of verifying quantity, quality and specifications of orders to meet preparation requirements and/or complying with mandated health standards.
- Oversees the preparation, and serving of food and beverage items at transport site for the purpose of ensuring compliance with meeting mandated nutritional requirements and health standards.
- Participates in department meetings, in-service training's, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional services positions, as requested by manager for the purpose of ensuring adequate staff coverage within site nutritional services operations.

- Prepares documentation (e.g. production records, inventory and supply lists, tray count, meals served, etc.) for the purpose of providing written support and/or conveying information required by district, state, and federal guidelines.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Transports food items, supplies, trash, and/or equipment for the purpose of delivering requested items to designated sites.
- Unloads food items, supplies and/or equipment for the purpose of providing requested items to designated sites.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in child nutrition; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; methods of industrial cleaning; safety practices and procedures; and quantity cooking.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; and working as part of a team. Have the Ability for regular and reliable attendance.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking, and 20% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Valid Driver's License & Evidence of Insurability  
Food Handlers Permit  
ServSafe Certificate

Continuing Educ./Training

ServSafe Recertification

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

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