

**Stanwood-Camano School District  
Human Resources  
Job Description**

**TITLE: Food Service Delivery**

Classification: Food Service

Reports to: Kitchen Manager

**PURPOSE STATEMENT:**

The purpose of the position is to make deliveries of food and supplies from the central kitchen and High School to district schools. The position also has the responsibility of knowing point of sale (POS) computer system and collects monies and makes deposit slips for food service program each day at an assigned kitchen site. Position reports to the central kitchen manager. Works with central kitchen and school food service staff on all deliveries from the central kitchen and works with lead cooks or other food service staff on record keeping for deliveries.

**ESSENTIAL FUNCTIONS:**

- Operates delivery truck; assures proper maintenance and cleanliness of vehicle.
- In coordination with Kitchen Manager (District), pulls and delivers food, supplies, materials, and equipment from central kitchen or High School kitchen to school sites according to prescribed schedule.
- Picks up and delivers supplies, materials and equipment from schools in the district.
- Maintains necessary paper work to insure that all pick-ups and deliveries are accounted for.
- Oversees and participates in staging, picking and preparation for shipping all food items and supplies ordered by elementary and secondary schools, including special meals and catering whenever possible.
- Makes daily inspection of vehicle.
- Performs related duties as assigned that are consistent with the intent and scope of the position.
- Job Presence

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

**Skills, Knowledge, and Ability**

Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

- Knowledge of safe vehicle operating techniques and standards
- Knowledge of traffic laws and safe driving practices
- Knowledge of safe and effective truck loading and unloading techniques and practices
- Ability to safely operate a delivery truck and lift gate

- Ability to communicate effectively with central kitchen staff, other employees, and the general public using tact, courtesy, and good judgment
- Ability to physically perform the essential functions of the position, move 100, lift 100 pounds with assistance, heavy lifting up to 50 lbs., occasionally in very cold temperatures (freezer) and maneuvering carts
- Ability to maintain confidentiality
- Knowledge of Point of Sale system
- Knowledge of proper sanitation standards related to food handling
- Knowledge of all school locations in the district
- Knowledge of all breakfast and lunch schedules
- Ability to use a computer and access e-mail, send attachments, create and open documents
- Ability to maintain accurate records
- Ability to work in a team setting
- Good math skills
- Ability to be flexible, organized and manage time effectively in a rapidly changing environment.

### **Working Environment**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Work is typically performed in a kitchen environment and outside in varying weather conditions. The job requires dexterity and precision; requires the ability to drive for prolonged periods of time and regularly required to lift up to 100 pounds. The individual is required to wear protective clothing. Periodically, may be required to work with sharp utensils, equipment with moving parts and around hot burners and ovens; requires safety awareness. The individual is exposed to hazardous chemicals requiring special handling and is required to meet deadlines.

### **Experience**

- Experience working in a kitchen environment as a cook preferred.
- School food service experience preferred

### **Special Requirements**

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- Must complete all required Safe Schools Training within 60 days of hire (HIB, Sexual Harassment, HIV, Blood Borne Pathogens, Back Injury & lifting, Health Emergencies--Choking, Life Threatening Allergies, Food borne Illness, HACCP, Civil Rights)
- Valid food handler's permit.

**Continuing Ed./Training**

As required to maintain permit

**Certificates**

**Valid food handler's permit  
WSNA membership and certification  
preferred.**

**FLSA Status:**

Non-exempt

**Salary Range: Per PSE Schedule A**

## Classification History

Job Description Developed: 7/30/14

Revised: 10/16/14; 5/19/16

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*