



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Child Nutrition Services Warehouse/Delivery Courier

Salary Block: 403

Reports To: Child Nutrition Services Specialist

Terms of Employment: 226 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose of this position is to coordinate the delivery of food products for the child nutrition services department.

Qualifications:

Education/Certification:

- High school diploma/equivalent or higher
- Valid Texas Driver's License
- Valid Food Handler's Card
- Professional standard hours received within six (6) months of employment

Special Knowledge/Skills:

- Physically able to lift 50 pounds;
- Demonstrates ability to effectively communicate with district employees and general public.

Experience:

- Some experience in delivery operations similar to food service operation;
- Experience in working with warehouse equipment, such as pallet jacks, fork lifts, dollies, etc.

Major Responsibilities and Duties:

1. Is responsible for the safe driving and preventative maintenance of a district vehicle, vehicle inventory, supplies, and record keeping necessary to satisfactorily complete an assigned task.
2. Works cooperatively with all district employees to insure that needed foods and supplies are obtained and distributed in a safe and sanitary manner; obtains authorized signatures for deliveries.
3. Operates food service equipment following safety standards set forth by District procedures, and reports any malfunctions to immediate supervisor.
4. Assists in maintaining accurate inventory control records, reports, and documentation as required for security and distribution of all commodities and other food service supplies in storage to insure compliance with district, state, and federal regulations.
5. Assists in the cleanliness and orderly arrangement of food service storage facilities.
6. Develops knowledge and experience in food preparation equipment, trouble shooting, and maintenance repair to adequately assist in the performance of maintenance to food service equipment.
7. Prepares, delivers, sets-up and serves (when necessary) pre-arranged catering services for the department as directed.
8. Upholds and adheres to safety rules and policies of the SISD safety program.
9. Supports the goals and objectives of the school district and follows all district policies.
10. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.

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11. Performs any other duties assigned by the appropriate supervisor.
12. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal and written); ability to operate computer.

Physical Demands/Environmental Factors: Moderate walking, standing, and/or climbing; heavy lifting and carrying; stooping, bending, kneeling, and reaching. Work outside and inside; work around machinery with moving parts; work around moving objects or vehicles; work on ladders and scaffolding; exposure to slippery or uneven surfaces.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.