

DELANO UNION SCHOOL DISTRICT

Food Services Cook and Courier

Brief Description of Job

Under general supervision, performs duties directly associated with the preparation, cooking, packing, delivery and transportation of meals.

Administrative Relationship

Works under the supervision of the Director of Food Services or Food Services Supervisor.

REQUIRED QUALIFICATIONS

Knowledge of:

Basic food handling techniques; common kitchen tools and utensils; sanitation and general safety; the California Motor Vehicle Code; the operation of light vehicles; geography of area of distribution; record keeping; and basic arithmetic.

Ability to:

Work flexible hours, Maintain a clean work area and perform general cleaning tasks, such as sweeping and mopping floors, cleaning sinks and dining room tables; clean kitchen tools, utensils and equipment; prepare and serve simple foods; read and follow a recipe; follow oral and written instructions; perform routine and repetitive tasks according to established procedures; develop and maintain good customer relations; observe personal cleanliness and neatness guidelines; load equipment weighing up to fifty (50) pounds; read maps; maintain client confidentiality.

Experience:

Six (6) months experience working in a commercial, institutional, or school food service facility.

Education:

Graduation from high school or equivalent. Specialized training in food preparation is desirable. Must have the ability to read and write at the level required for successful job performance. ServSafe certification or equivalent required.

License Requirement:

Possession of a valid California motor vehicle operator's license.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Prepares, cooks, packages, and delivers a variety of foods.
2. Coordinates and organizes the preparation of foods for transportation.
3. Maintains a clean work area; sweeps and mops floors.
4. Adheres to proper food service sanitation and safety requirements, and maintains a valid ServSafe certification or equivalent.
5. Assembles and serves food to participants.
6. Loads vehicles with meals; conducts home deliveries to participants; and reports special client needs;
7. Maintains vehicle in a clean and sanitary condition; operates vehicle in a safe manner and maintains posted speed limits at all times.
8. Maintains accurate records on daily meals served; obtains signatures of clients receiving services; conducts test measures and records temperatures of daily meals;
9. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirement:

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|----|------------|-----------------|----|---------------|-----------------|
| 1. | Seldom | = Less than 25% | 3. | Often | = 51-75% |
| 2. | Occasional | = 26-50% | 4. | Very Frequent | = 76% and above |

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|----------|----|--|
| <u>1</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations |
| <u>4</u> | b. | Ability to stand for extended periods of time |
| <u>3</u> | c. | Ability to see the purpose of reading laws, codes, rules, policies, and other printed matter |
| <u>3</u> | d. | Ability to hear and understand speech at normal levels |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation |
| <u>4</u> | f. | Ability to bend and twist, stoop, kneel, crawl, push and pull |
| <u>4</u> | g. | Ability to lift at least 50 lbs. |
| <u>3</u> | h. | Ability to carry at least 25 lbs. |
| <u>4</u> | i. | Ability to reach in all directions |

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature of level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.