

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD SERVICES TRANSPORT ASSISTANT

BASIC FUNCTION:

Under the direction of a Central Kitchen Supervisor, deliver food and supplies to District satellite locations in support of the food service operation; assist in other areas including food preparation, cooking, serving and cleaning.

REPRESENTATIVE DUTIES:

Load required number of lunches, food and supplies into District vehicle and deliver to satellite locations daily according to a prescribed schedule and route. **E**

Assist in receiving foodstuffs, materials, equipment and supplies delivered. **E**

Receive lunch counts and supply orders from satellite locations; calculate bulk amounts required and prepare for transport; make appropriate substitutions in accordance with Type A lunch requirements. **E**

Pick up, transport and deliver box lunches, supplies, paper goods and other items as necessary to assigned satellite locations. **E**

Maintain routine records related to food items delivered and returned. **E**

Inspect delivery vehicle levels of water, motor oil and fuel; report vehicle malfunctions to appropriate personnel. **E**

Assist in central kitchen activities; prepare, cook and serve food to students; receive money and make change. **E**

Operate a satellite location as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods of food preparation including salads, sandwiches and desserts.

Kitchen equipment and utensils.

Basic vehicle maintenance and servicing requirements.

Traffic laws and safe driving practices.

Methods of assembling, preparing and heating food in large quantities.

Principles and practices of safety and sanitation.

Basic math.

Standard kitchen utensils, equipment and appliances.

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

Type A lunch requirements.

ABILITY TO:

Load, unload and carry heavy objects.

Operate a District vehicle skillfully and safely.

Calculate bulk amounts required for daily food services at assigned satellite locations.

Verify quantities for accurate count.

Assist in preparing and serving food as needed in food service facilities.

Learn and remember locations and routes.

Understand and follow oral and written directions.

Work cooperatively with others.

Meet schedules and time lines.

Maintain records related to food and supplies delivered.

Add, subtract, multiply and divide quickly and accurately.

Perform cashier duties and make change correctly.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above including two years of increasingly responsible experience in quantity food preparation and service.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Central kitchen and satellite kitchen environments; subject to driving to conduct work.

PHYSICAL ABILITIES:

Bending, pushing, moving, and lifting objects weighing up to 50 pounds, pushing or pulling, bending at the waist, reaching overhead, above the shoulders and horizontally, and dexterity of hands and fingers to carry packages and drive a vehicle.