

**Job Title: CHILD NUTRITION SERVICES UTILITY INVENTORY CONTROL WORKER**

**Definition:**

Under general supervision of the Director of Child Nutrition Services and Supervisor of Child Nutrition Services performs manual and computer duties involved in the ordering, receipt, storage and issuance of material, supplies and equipment for the Child Nutrition Services department staff. Also assists in the preparation, serving and cleaning of the kitchen proper at each site.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed below.

1. Assists in the ordering, receiving, inspection, storing and issuance of supplies, equipment, and food materials for the Child Nutrition Services Department.
2. Enters site orders in the computer and checks for accuracy.
3. Prepares, inputs and places vendor orders.
4. Edits site orders.
5. Prepares, edits, and updates warehouse pick up tickets and site delivery tickets.
6. Writes up orders for items purchased through PINCO and determines quantities needed based on provided CNS menus.
7. Calculates commodities used in CNS products and orders the aforementioned products in a timely manner.
8. Delivers supplies, food items and equipment to school site kitchens.
9. Pick-up and delivery of a variety of food-service related items and messages.
10. Maintains accurate records of on-hand quantities in the CNS Warehouse.
11. Makes sure perishable product is used in a timely manner.
12. Keeps CNS Supervisor and/or Account Clerk IV informed about any inventory usage issues.
13. Answers questions from CN Kitchens about availability of product, additions to orders, etc.
14. Keep District Office warehouse, freezer, and refrigerator clean, sanitary, orderly and safe.
15. Care and storage of dry, frozen and refrigerated foods and food related items.
16. Assist site kitchens in requisitioning, receiving, storage, placement, lifting of food and supplies.
17. Work as necessary at a site kitchen paid at regular rate of pay.
18. May set up, supervise students and serve at steam table during meals.
19. Collects money for foods and beverages and keeps an accurate record of the collection.
20. Operate a computer and related software.
21. Assists in the maintenance, operation, repairing and cleaning of site kitchen facilities.
22. Stores or disposes of excess food and waste.
23. Performs other related duties as assigned.

**Job Title: CHILD NUTRITION SERVICES UTILITY INVENTORY CONTROL WORKER**

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Modern warehouse and ordering procedures
- Practices relating to the storage and issuance of food service related items
- Hazardous materials handling and Material Safety Data Sheets (MSDS)
- Inventory systems and inventory control procedures
- Warehouse equipment
- Computers and programs
- Methods of serving quantity foods
- Maintenance and operation of food service equipment
- Maintenance and operation of cleaning equipment
- Principles and practices of cleaning, sanitation, and safety as it relates to food service

**Skill and Ability to:**

- Assist in maintaining accurate and current records of stock transactions (receipts and issues)
- Understand, interpret, accept and perform written and oral directions
- Work harmoniously with fellow workers, school personnel and children
- Prepare and/or serve a variety of foods for the school lunch program
- Perform moderately heavy manual labor
- Operate fork lift and other warehouse equipment and vehicles
- Drive a truck or other vehicle with a manual transmission
- Perform cleaning duties in the site kitchens
- Maintain professional confidentiality

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and at least one year responsible warehouse (including delivery) or five years food service experience in a school system or comparable experience elsewhere.

**Licenses and Certificates:**

Possession of a valid California driver's license and be insurable.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.

**Job Title: CHILD NUTRITION SERVICES UTILITY INVENTORY CONTROL WORKER**

- May be required to wear protective apparel including goggles, face protectors, aprons, and shoes.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 75 pounds and may occasionally weigh up to 100 pounds with appropriate lifting techniques required.
- May be required to work within enclosed spaces or at heights above ground level.
- May be required to work around loud noises.
- May be required to work around moving mechanical parts.
- May be required to work around electrical current.
- Is subject to inside and outside environmental conditions.
- May be required to work around harsh cleaning chemicals.
- Will be required to work at computer terminal for prolonged periods.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 32

PHYSICAL REQUIREMENTS INFORMATION				
Activity	Never	Occasionally Up to 3 hours	Frequently 3 – 6 hours	Constantly Over 6 hours
Sitting			X	
Standing			X	
Running	X			
Walking			X	
Crawling	X			
Kneeling			X	
Climbing		X		
Squatting		X		
Bending (neck)		X		
Bending ( waist)		X		
Twisting (neck)		X		
Twisting (waist)		X		
Reaching(above shoulder)		X		
Reaching (below Shoulder)		X		
Pushing & Pulling		X		
Fine Manipulation		X		
Power Grasping		X		
Simple Grasping		X		
Repetitive use of hands		X		
Keyboard Use			X	
Mouse Use			X	
Lifting/Carrying				
0 – 10 lbs.		X		
11 – 25 lbs.		X		
26 – 50 lbs.		X		
51 – 75 lbs.		X		

**Job Title: CHILD NUTRITION SERVICES UTILITY INVENTORY CONTROL WORKER**

76 – 100 lbs.	X			
Activity	Never	Occasionally Up to 3 hours	Frequently 3 – 6 hours	Constantly Over 6 hours
100 + lbs.	X			
Walking on uneven ground			X	
Driving		X		
Working with heavy equipment		X		
Exposure to excessive noise		X		
Exposure to extreme temperatures		X		
Exposure to dust, gas, fumes, or chemicals		X		
Working at heights		X		
Repetitive movement			X	
Use of special visual or auditory PPE		X		
Working with bio-hazards (e.g., blood-borne pathogens, sewage, etc.)		X		

<b>Mental and Psychological Demands</b>		Frequency	
<b>Basic Work Abilities:</b>		Essential	Non-Essen
1	Follow verbal and written instructions	C	n/a
2	Maintain the established work pace	C	n/a
3	Adhere to established work and safety procedures	C	n/a
4	Respond appropriately to direction, evaluation, or criticism	C	n/a
5	Respond appropriately to changes in the work setting	C	n/a
<b>Attention to Task/Details:</b>			
6	Perform simple/repetitive tasks	C	n/a
7	Perform complex/varied tasks	C	n/a
8	Organize tasks and set priorities	C	n/a
9	Manage multiple tasks simultaneously	C	n/a
<b>Interaction with Others:</b>			
10	Work cooperatively with coworkers	C	n/a
11	Interact with customers or the public	C	n/a
<b>Decision Making:</b>			
12	Use basic problem-solving techniques	C	n/a
13	Work autonomously, or with minimal supervision	C	n/a
14	Make independent decisions based on data/circumstances	C	n/a

**Frequency Key:** The following abbreviations denote the frequency an activity is performed daily.

N = Never

I = Infrequently (less than once per day)

O = Occasionally (less than 2 ½ hours per day)

F = Frequently (2 ½ to 5 hours per day)

C = Continuously (more than 5 hours per day)