

Red River Parish School Board

Job Description

TITLE: **School Food Warehouseman Assistant**

Qualifications: Must have high school diploma, GED Certificate
Ability to read, write, do arithmetic, and apply reasoning skills required to interpret and follow recipes.

Superordinate: Child Nutrition Director and School Principal

Performance Responsibilities

1. Works at school site location and School Food Service warehouse location as assigned.
2. Assists with delivery truck maintenance.
3. Receives, stamps pricing and date information on cases and/or all goods and delivers USDA commodities.
4. Receives purchased goods at individual school site.
5. Compares invoices to purchase orders to verify match.
6. Checks food items for certification stamps as required by specifications.
7. Maintains orderly, organized, and clean School Food Service cold and dry storage warehouse.
8. Transports and delivers food packages, supplies, etc. to designated schools as system requires.
9. Independently performs repairs, carpentry work, and custodial work as required in and around the School Food Service Department.
10. Makes practical repairs to plumbing, electrical fixtures, small food service equipment, etc.
11. Maintains floors in cafeteria, kitchen, and School Food Service Manager's office.
12. Reports the need for large school food service equipment repairs as observed.
13. Works with contracted large school food service equipment to make sure jobs are completed.
14. Withdraws food and supplies from school food service cold and dry storage at designated school sites.
15. Uses FIFO method of inventory controls.
16. Helps with lifting of heavy cases/objects.
17. Loads and unloads milk boxes and transports trash to trash bins.
18. Maintains clean vent hoods.
19. Serves as a runner during meal service times.
20. Assists Sanitation and Pest Controls as required.
21. Assists with equipment and facility clean-up schedule.
22. Follows directives of School Food Service Managers and Director of Child Nutrition as it relates to job duties.
23. Performs any other duties as assigned by superordinate.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.

11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment: 10 Months