

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD DISTRIBUTION EXPEDITOR (Range 14)

BASIC FUNCTION:

Under the direction of the Food Distribution Supervisor, assist in the preparation of food requirement forecasts for menu items; analyze and maintain control of inventory on hand and orders pending; prepare production and purchasing requests necessary to assure availability of proper quantity of menu items; guide assigned food production workers in the proper packaging and loading of food distribution equipment, verifying food shipments to each serving location; assist in coordinating work to meet production schedules.

REPRESENTATIVE DUTIES:

Review past menu participation experience, taking applicable special factors into consideration and preliminary orders from serving sites; forecast food requirements for each location and total requirements for each menu. *E*

Reference product inventory records to determine unencumbered product quantities on hand; prepare production requisitions according to forecasted food requirements. *E*

Reference purchase requisition records to verify delivery dates and quantities of menu items purchased from vendors; notify Food Distribution Supervisor of school site order discrepancies and potential shortages of menu items. *E*

Prepare shipping orders for each serving location, making revisions as necessary as final orders are received and food substitutions are made; distribute daily shipping orders and loading instructions to assigned workers. *E*

Utilize a computer terminal to reference records, enter and extract data and generate periodic reports. *E*

Observe and train assigned staff in the performance of food shipping work; assure compliance to departmental standards for safety, sanitation and quality. *E*

Check products during preparation for shipping and upon completion of loading for conformity with standards; verify shipment of requisitioned quantities of product. *E*

Package finished products for storage and transport; apply proper labels on packaging; load food onto carts and push carts to food storage areas; work in alternating hot and cold areas.

Provide information to the Food Distribution Supervisor regarding performance problems, production problems, equipment malfunction and the need for supplies.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Large quantity food preparation equipment and methods.
Basic arithmetic and measures.
Standards for product quality, safety and sanitation.
Basic elements of work simplification.
Basic leadership techniques.
Safe work practices.

ABILITY TO:

Operate large quantity food production equipment with skill and efficiency.
Plan and layout work to meet production schedules.
Train and provide work direction to assigned staff.
Prepare routine reports.
Conform to sanitation standards and wear protective clothing.
Communicate effectively both orally and in writing.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of commercial/industrial food preparation experience including some experience in a large food service operation involving large distribution activities including at least one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Possession of an appropriate, valid Food Handler's Card at time of appointment to and during employment in a position in this class.
Rigid sanitation standard must be adhered to and protective clothing must be worn.

WORKING CONDITIONS:

ENVIRONMENT:

Food Service Distribution environment. Subject to heat and cold.

PHYSICAL ABILITIES:

Lifting heavy objects.
Seeing to read.
Carrying, pushing or pulling.
Hearing and speaking to exchange information.

