

JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

*** * * 2019 – 2020 SCHOOL YEAR * * ***

Job #13

June 25, 2019

**H-6 REQUIREMENT PRINTOUT FROM DEPT. OF
MOTOR VEHICLES MUST ACCOMPANY APPLICATION**

SUBSTITUTE NUTRITION SERVICES DRIVER

Salary \$16.59 per hour (Range 540)

EXAMPLES OF DUTIES

Drive a vehicle for the purpose of transporting orders, and materials to designated sites. Load and unload food carts and other materials for delivery to school sites; ensures that all items and supplies are properly secured. Keep vehicles and equipment in good operating condition. Perform routine custodial duties as assigned for the purpose of keeping an orderly, clean and safe working conditions. Assist other employees with necessary lifting and moving of heavier items. May transport small amounts of money. Assist in receiving and storing food and supplies. Fill orders for food and supplies. Respond to inquiries of staff and vendors for the purpose of providing information and/or direction regarding the status of deliveries, and/or reporting discrepancies to appropriate personnel. Prepare orders by pulling from stock for the purpose of meeting delivery requirements. Process a variety of documents and/or materials for the purpose of disseminating information and/or materials to appropriate parties and/or ensuring the proper storage of materials and supplies. Attend regular staff meetings and mandatory training workshops as assigned. Perform other duties as required.

MINIMUM QUALIFICATIONS

License:

A valid California Driver's License is required.

Knowledge of:

The operation and care of vehicles and mechanical equipment. State and local traffic laws, ordinances, and health laws. Proper methods of receiving, storing and handling food, supplies, and equipment. Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.

Ability to/Skills:

Operate District vehicle in a safe and skillful manner. Follow oral and written instructions. Work cooperatively with others. Perform heavy manual labor. Work within a framework of multiple deadlines. Make arithmetic computations and keep accurate records. Organize and maintain, food and supplies in a safe and orderly manner.

Experience:

One year work experience in the operation of a truck or other similar motor vehicle or warehouse experience desirable.

Education:

Proof of High School Diploma or equivalency. Must complete annual training as required by the United States Department of Agriculture.

WORK YEAR/BENEFITS

This is a **SUBSTITUTE POSITION** with the **NUTRITION SERVICES DEPARTMENT** working on a **needed basis only**.

APPLICATION PROCEDURE

Please apply via [EdJoin.org](https://www.edjoin.org) at <https://www.edjoin.org/Home/DistrictJobPosting/1195399>. The deadline for submitting an application is **April 30, 2020 by 4:00 p.m.** A test may be given

A.D.A. REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

NUTRITION SERVICES DRIVER

A.D.A. REQUIREMENTS

Physical:

Sitting; walking level surface; walking uneven slippery surface; stair climbing; reaching; bending; use of both legs; wrist/arm motion; grasping/holding; use of both hands; lifting objects 1-25 lbs.; carry/push 1-25 lbs.; color vision; near vision; use of both eyes; sense of smell; normal hearing; hearing with aid; distinguish sounds in transmission; speaking.

Mental:

Occasional stress of emergencies; stress of deadlines; normal work standards stress; ability to work with interruption; reading; interpreting code; laws; policy; calculations; perform routine math process; memorize and recall objects, people, analyze problems, and generate alternatives.

Environmental Demands:

Exposure to sun; extremes of temperature; wetness; dust; vibration; slippery surface; chemicals; oil; toxic substance; irregular hours; some overtime or shift variance; rain.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying: The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p>Title IX Coordinator (Nonstudent Issues): Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p>Title IX, Title VI, and Title VII Coordinator (Student Issues): Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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