

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### MESSANGER / DELIVERYMAN, FOOD & NUTRITION SERVICES

#### QUALIFICATIONS:

1. High School Diploma or equivalent
2. Two years related experience in shipping and receiving, warehousing, or purchasing  
Or
3. Any equivalent combination of education and experience, which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position.
4. Valid Florida driver's license

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read and write at a level sufficient to prioritize and perform functions of the job in a timely manner. Ability to perform arithmetic functions accurately. Ability to establish and maintain accurate records and prepare reports. Knowledgeable in commonly used concepts, practices, procedures, supplies, and equipment within the kitchens. Ability to install or remove equipment and supplies to assist in keeping the physical kitchens in safe operating order. Knowledge of the excellent customer service skills which assist in maintaining effective working relationships. Operating knowledge of office equipment, computer programs, and Google platform, including but not limited to email, copier, scanner, word processing, spreadsheets, and databases. Skilled in spotting occupational hazards and implementing safety precautions in the workplace.

#### REPORTS TO:

Food & Nutrition Services Coordinator

#### JOB GOAL

Assist in the control and accountability during the receiving and disbursing of materials and supplies which enables the Food and Nutrition Services (FNS) department to comply with all applicable federal, state, and School Board policies, regulations, and procedures.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

1. Provide excellent customer-friendly support using positive, effective interpersonal communication skills.
2. Receive and deliver materials, supplies, mail, equipment, commodities, and groceries in accordance with established schedules.
3. Perform inventory controls, rotate stock, and keep quality standards high for audit purposes.
4. Assist in the inventory process district-wide, including taking inventory, completing the procedures for transfers in the online inventory software, and disposition of property.
5. Collaborate with the Purchasing department about equipment for surplus, disposal, or scrap.
6. Preserve safe and clean work environment by keeping shelves, pallet area, and workstations neat.

**MESSENGER / DELIVERYMAN, FOOD & NUTRITION SERVICES, (Continued)**

7. Coordinate the removal & installation of kitchen equipment with kitchen management, vendors, delivery drivers, Maintenance department and Purchasing department.
8. Review work orders frequently and update with details as tasks are completed.
9. Perform basic-level service, assembly, repair, and installation as needed.
10. Perform various errands and other incidental tasks consistent with the goals and objectives of this position.
11. Operate motorized vehicles and warehouse equipment in a safe manner.
12. Maintain a clean vehicle - inside and outside – per Health code requirements for the transportation of food.
13. Monitor and maintain daily temperature logs for district storage facilities.
14. Use a variety of hand and power tools when performing day-to-day operations.
15. Ensure all tools and equipment are in good working order, safely stored, well maintained, and accounted for.
16. Respect the confidentiality of records and district information in accordance with accepted professional ethics, state and federal laws, and Board policy.
17. Assist with the retention and disposal of records based on USDA FNS guidelines.
18. Use appropriate personal protective equipment (PPE).
19. Report any unsafe working condition to the appropriate personnel.
20. Attend meetings and trainings to maintain the proper certifications or licensing as required by federal, state, & local authorities.
21. Perform other duties as required and assigned.
22. Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

**Job Description Supplement Code 8  
Group 5 of the ESP Salary Schedule  
DOE Job Code 76098**

**Board Approval: 09/28/2021**