



Job Description

Position Title:	Logistics Specialist II		
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Reports to:	Child Nutrition Area Supervisor	Pay Grade:	N05
Terms of Employment:	<ul style="list-style-type: none">• 240 days per year.• At-Will employment agreement.• Salary is in the pay grade N05 on the Non-Exempt SAISD Compensation Plan.• Entry salary is at \$17.25 with consideration for directly related experience.	FLSA Classification:	Non-Exempt
Funding Source:	This position is locally funded		

Position Summary

To support successful academic performance of students by providing high quality, nutritious meals that meet USDA requirements; deliver, serve, and prepare meals from a central kitchen to a receiving campus; maintain a high standard of quality in food delivery, sanitation, and safety practices.

Essential Functions / Key Responsibilities

1. Is responsible for loading food carts onto delivery truck.
2. Delivers food to cafeterias as assigned.
3. Serves food to the campus students during meal services (breakfast and lunch, as applies).
4. Returns to each school and pick up carts and returns to the Central Kitchen.
5. Is responsible for unloading truck.
6. Assists with unloading carts.
7. Is responsible for cleaning carts.
8. Assists in washing pots and pans at the Central Kitchen.
9. Maintains personal appearance and hygiene.
10. Prepare breakfast, lunch, supper and snack food items as assigned per manager's staff rotation schedule.
11. Follows safety and sanitation rules and regulations.
12. Maintains a clean and organized delivery truck.
13. Drive assigned vehicles (i.e., trucks, pick-ups, vans, or cars).
14. Completes daily motor vehicle inspection.
15. Report vehicle/equipment malfunctions to supervisor quickly and properly.
16. Make deliveries and accomplish work necessary on scheduled delivery routes.
17. Will rotate into assigned duties in warehouse as directed by management staff, as applies.
18. Regular attendance is an essential function of the job.
19. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- High school diploma or GED equivalent (recognized by the Texas Education Agency or a regional accrediting agency)
- 1+ years of experience in an institutional, commercial, or restaurant establishment to include cooking, serving, cleaning and sanitation.
- Able to operate a motor vehicle to include a bobtail truck.
- Valid Driver License with a good driving record (meet and maintain liability coverage eligibility)



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- Must obtain Food Handlers Certification from an (ANSI) American National Institute Standards accredited program. Non-refundable fee of approximately \$10.00 paid by the candidate. Certifications not accredited by ANSI must be registered with the Texas Department of State Health Services.
- Must pass annual medical examination per Department of Transportation (DOT) regulations.
- Must meet alcohol and controlled substance testing requirements set forth by the Omnibus Transportation Employee Testing Act of 1991.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Requirements

- 2+ years of experience in an institutional, commercial, or restaurant establishment to include cooking, serving, cleaning and sanitation.
- Experience in Child Nutrition.

Knowledge, Skills & Abilities

- Knowledge of vehicle equipment and functions such as lifts as well as safety procedures.
- Knowledgeable in storage and maintenance requirements of items stocked.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Signature: _____

Date: _____