

# JOB DESCRIPTION

## Cumberland County School District

### CHILD NUTRITION COURIER

#### **Purpose Statement**

The job of Child Nutrition Courier was established for the purpose/s of providing a support to various personnel and cafeterias within the department. The duties performed by the child nutrition courier are broad, flexible, and entry-level. They include transporting food, equipment, mailbags, and materials to various sites.

This job reports to Child Nutrition Program Director.

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#### **Essential Functions**

- Loads and unloads food items, supplies, mailbags, and/or equipment for the purpose of providing requested items at designated sites.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Participates in unit meetings, in-service training, workshop, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Transports bank deposits from schools to the bank in locked bank bags.
- Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Reports delivery van malfunctions for the purpose of maintaining van in safe operating order.
- Responds to inquires of site and central kitchen staff for the purpose of providing information and/or direction regarding status of equipment repairs, the scheduling of preventative maintenance, deliveries, etc.
- Transports food items, commodities, food, mailbags, supplies and/or equipment for the purpose of delivering requested items and ensuring availability at designated sites.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the function of the job include: adhering to safety practices.

KNOWLEDGE is required to perform basic math, read and follow instructions: and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the function include: basic vehicle maintenance and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data required independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules.

##### **Responsibility**

Responsibilities include: working without immediate supervision; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

##### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger

dexterity. Generally the job required 60% sitting, 35% walking, and 5% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

**Experience** None specified.

**Education** High School diploma or equivalent

**Equivalency** None specified.

**Requirement**  
This is a non-certified position.

**Certificates & Licenses**  
Valid TN Drivers License

**Continuing Educ. / Training**  
None specified

**Clearances**  
None specified

**FLSA Status**  
Non Exempt

**Approval Date**

**Salary Grade**

