

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Senior Food Service Stock Clerk

Unit: Food Service

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Job Code: K2315
Original Date: 07/2008
Last Revision: 04/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 21

DEFINITION

Under the direction of a Food Service Supervisor, receive, stock, prepare, deliver, and ship supplies to fill supply orders in support of food service operations; inventory and order food service commodities, equipment, and supplies; maintain storeroom; and perform catering services and receive and store deliveries.

EXAMPLE OF DUTIES

1. Receive, check in, and store deliveries; check invoices to assure deliveries are as ordered; note and report discrepancies. Stage food and supplies for delivery to the appropriate department or location for shipment.
2. Stock internal food service supply orders in accordance with requisitions or transfers generated by electronic inventory/purchasing system; assemble and prepare supply orders for delivery or shipment, counting, weighing, measuring, and packing goods as necessary.
3. Maintain adequate stock of assigned supplies and various operating, cleaning, office, and first aid supplies; refill stock in accordance with established procedures. Inventory food service supplies per inventory schedule. Prioritize daily, weekly, and irregular inventory and supply ordering and order materials, equipment, and supplies as needed.
4. Operate food service equipment to perform stocking, food preparation, and catering operations. Operate a motor vehicle for deliveries and catering events.
5. Process invoices and requisitions. Prepare reports; maintain records and files.
6. Perform on-site and off-site catering delivery; set-up, break-down, and cleanup. Organize, load, deliver, and unload materials, equipment, and food products for catering events. Restock for occasions such as meetings and ceremonies. May perform served buffets and sit-down service.
7. Ensure compliance with Health Department rules and regulations for food service storage. Maintain storeroom and other work areas in clean, sanitary, and orderly condition; organize accessibility of supplies and optimum use of space.
8. Plan and organize work to assure timely and efficient preparation, delivery, and completion of tasks.
9. May be assigned to perform a variety of duties related to the quantity preparation and service of food as assigned.
10. Assist site supervisor with pilferage, disturbances, and theft on cafeteria's service floor.
11. Perform minor repairs and adjustments on refrigeration equipment. Perform minor maintenance and repair on carts, dollies, and various storeroom equipment. Notify Food Service Supervisor on site of all repair and adjustment status and completion.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic accounting and mathematics.
- Computer literacy.
- Food service equipment, utensils, weights, and measures.
- Health & Safety codes.
- Inventory, ordering, and quality control.
- Inventory and purchasing software and systems ([Eatec Solutions](#))
- Modern office equipment and procedures and related computer applications.
- Modern storekeeping methods and practices.
- Proper methods of food storage and packing.
- Record-keeping techniques.
- Safety regulations regarding food handling.
- Use of material handling equipment.

Skills and Abilities:

- Apply appropriate food storage and packing principles to prevent spoilage, contamination, and damage.
- Count, weigh, measure, and pack food goods properly.
- Data entry and record keeping.
- Maintain storeroom and work areas in clean, sanitary, and orderly condition.
- Make simple arithmetic calculations.
- Perform minor maintenance and repair on equipment.
- Plan and organize work.
- Safely operate a motor vehicle for delivery purposes.
- Strong organizational skills.
- Strong public service, vendor, and customer skills.
- Strong verbal and written communication skills.
- Understand and follow directions.
- Operate a computer and appropriate software.
- Work cooperatively with others.
- Work independently.

Training and Experience:

Any combination of training and experience equivalent to: one year responsible food service experience, one year experience in a receiving or warehouse operation including inventory and ordering, and one year catering set-up experience; or sufficient training and experience to demonstrate the knowledge and abilities listed above.

License:

- Valid California Driver's License.
- Food Handlers Card issued by the County of San Diego

WORKING CONDITIONS:

Physical Requirements:

Category II, frequent lifting, carrying, pushing, and handling of heavy items.

Environment:

Food Service stock room, warehouse, loading docks, and cafeteria; may include less desirable extremes including hot objects and refrigerated environments. Travel off site required.