

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Food Service Stock Clerk

Unit: Food Service

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Job Code: K2312

Original Date: 01/1991

Last Revision: 10/2015

Staff Type: Classified

FLSA status: Non-exempt

Salary Range: 13

DEFINITION

Under the direction of a Food Service Supervisor, prepare, deliver and ship supplies to fill orders in support of Food Service operations; receive and store deliveries and maintain storeroom.

EXAMPLE OF DUTIES

1. Receive, check in and store deliveries; check invoices to assure the proper filling of orders; note and report discrepancies.
2. Fill food service orders in accordance with lists, requisitions or written requests; assemble and prepare orders for delivery or shipment, counting, weighing, measuring and packing goods as necessary.
3. Load delivery cart and deliver supplies to appropriate department or to loading dock for shipment.
4. Maintain storeroom and other work areas in clean, sanitary and orderly condition; organize accessibility of supplies and optimum use of space.
5. Maintain adequate stock of assigned supplies, such as coffee and various operating, cleaning, office and first aid supplies; refill stock in accordance with established procedures.
6. Inventory food service supplies as required; maintain lists of supplies needed.
7. Plan and organize work to assure timely and efficient preparation and delivery of orders.
8. Assist in training and overseeing the work of students in the Food Occupation Program as assigned.
9. May be assigned to perform a variety of duties related to the quantity preparation and service of food as assigned.
10. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Modern storekeeping methods and practices.
- Proper methods of food storage and packing for the prevention of spoilage, contamination and damage.
- Food service equipment, utensils, weights and measures.
- Inventory and quality control.
- Basic record-keeping techniques.
- Oral and written communication skills.

Skills and Abilities:

- Apply appropriate food storage and packing principles to prevent spoilage, contamination and damage.
- Plan and organize work.

Maintain storeroom and work areas in clean, sanitary and orderly condition.
Count, weight, measure and pack food goods properly.
Make simple arithmetic calculations.
Understand and follow oral and written directions.
Work cooperatively with others.

Training and Experience:

Any combination equivalent to: one year responsible food service experience and six months experience in a receiving or warehouse operation or sufficient training and experience to demonstrate the knowledge and abilities listed above.

License:

Valid California driver's license.

WORKING CONDITIONS:

Physical Requirements:

Category I

Environment:

Food Service stock room; may include less desirable extremes.