

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

Special Meeting
AGENDA

Fountain Valley School District
Harper Room
10055 Slater Avenue
Fountain Valley, CA 92708

February 28, 2024
10:00 a.m.

Mr. William Mullin, Chairperson
Mrs. Carol Davis, Vice Chairperson
Mr. Tony McCombs, Member
Mrs. Carmen Serna, Director Human Resources

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL**
- **APPROVAL OF AGENDA**

ADMINISTRATION

1. **Classification Plan Amendment – Renaming the Title of Food Services/Delivery Driver to Food Services Warehouse Operator/Delivery Driver and revising the Essential Functions and range for this classification** *Action*
(Attachment #1)

2. **Classification Plan Amendment – Revision to Essential Functions for Warehouse Operator/Delivery Driver** *Action*
(Attachment #2)

NEXT MEETING

3. **The next meeting of the Personnel Commission will be:**

March 28, 2024
3:30 p.m.
PDC Room

ADJOURNMENT

4. **Adjournment**

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director, Human Resources

SUBJECT: **Classification Plan Amendment- Food Services Warehouse Operator/Delivery Driver**

DATE: February 26, 2024

Attached is the recommended renaming of the title Food Services/Delivery Driver to Food Services Warehouse Operator and revising the essential functions and range for this classification.

RECOMMENDATION

The Personnel Commission approves the recommended renaming of the title Food Services/Delivery Driver to Food Services Warehouse Operator and revising the essential functions and range for this classification.

Attachment #1

JOB DESCRIPTION
Fountain Valley School District

Food Services Warehouse Operator/Delivery Driver

Purpose Statement

The job of Food Services/**Warehouse Operator** Delivery Driver is done for the purpose/s of providing support to the **Food Services operation** ~~warehouse and delivery operations and the food service department~~ with specific responsibilities for **including receiving, storing, retrieving, loading, unloading,** and transporting food, supplies, and/or equipment to ~~designated~~ sites while maintaining **the Food Service Warehouse and** vehicle in a sanitary and safe operating condition.

This job reports to the Director, Food Services

Essential Functions

- ~~Assist warehouse in maintaining organization for the purpose of~~ **Maintains accurate** inventory and stock rotation.
- **Receives, reconciles, and stores all deliveries in the Food Services Warehouse.**
- **Maintains storage and work areas in a clean, safe, and in orderly manner.**
- Loads food items, supplies and/or equipment for the purpose of preparing items for transport to assigned location.
- Transports food items, supplies and/or equipment (e.g. USDA commodities, paper goods, produce, etc.) for the purpose of delivering requested items to designated sites on schedule.
- Unloads food items, supplies and/or equipment (e.g. schools district-wide, warehouse, etc.) for the purpose of providing requested items at designated sites in a timely manner.
- **Operates forklift, pallet jacks and hand trucks (e.g. moves materials and stores items as required, etc.) for the purpose of implementing food warehouse operations and maintaining a safe environment.**
- Maintains manual and electronic files and records (e.g. temperature logs, delivery logs, routes, inventory, etc.) for the purpose of providing written documentation, conveying information and compliance with food handling/processing guidelines.
- **Participates in periodic and annual inventories including fixed asset tagging and the maintenance of accurate and current files and records.**
- Maintains assigned vehicle (e.g. fluid levels, fueling, cleaning, tire pressure, etc.) for the purpose of ensuring safe operation of vehicle and sanitation of transported food items.
- Oversees the pick up and deposits of collected monies at sites for the purpose of ensuring minimal financial risk remain at school sites and ensuring district finances are secured.
- **Completes and maintains the Serve Safe Certification.**

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices.

KNOWLEDGE is required to perform basic math; read and follow instructions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance, and safety practices and procedures. **Proper methods and safe practices of loading and unloading delivery vehicles; practices and techniques of proper and safe lifting; practices and methods of receiving, storing and issuing food, equipment and supplies; interpersonal skills using tact, patience and courtesy; practices and techniques of record-keeping; practices and methods of basic inventory.**

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 in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules .

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual 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 requires 10% sitting, 80% walking, and 10% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency Same

Required Testing

Job-Related Skills Proficiency Test

Certificates

Valid CA Class C Drivers License

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Job Description:

Approval Date

12/14/2017

Salary Range

50 48

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FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director, Human Resources

SUBJECT: **Classification Plan Amendment- Warehouse Operator/Delivery Driver**

DATE: February 26, 2024

Attached is the recommended revision to the essential functions for Warehouse Operator/Delivery Driver.

RECOMMENDATION

The Personnel Commission approves the recommended revisions to the essential functions of Warehouse Operator/Delivery Driver

Attachment #2

JOB DESCRIPTION
Fountain Valley School District

Warehouse Operator/Delivery Driver

Purpose Statement

The job of Warehouse Operator/Delivery Driver is done for the purpose/s of facilitating warehousing operations with specific responsibilities for ensuring mail service for campuses and the district office; picking up and delivering supplies and materials from warehouse and all district units; receiving mail, supplies and materials; maintaining accurate records; preparing mail for post; and providing information and advise on postal needs and services.

This job reports to ~~the Custodial Supervisor,~~ **Operations** ~~/Energy Conservation Manager~~

Essential Functions

- ~~Cleans warehouse (e.g. orderly, etc.) for the purpose of maintaining a safe and sanitary work area.~~
- Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Maintains manual and electronic records (e.g. accounting records of postage charges, inventory; loss, charge-back invoices, calendars, requisitions, leave reports, memos, work requests, etc., etc.) for the purpose of documenting activities and providing reliable resource information.
- Maintains mail room equipment, tools and work areas for the purpose of ensuring the availability of items to complete work in a timely and efficient manner.
- Operates forklifts, pallet jacks and hand trucks (e.g. move materials and store items as required, etc.) for the purpose of implementing warehouse operations and maintaining a safe environment.
- Orders equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Orients substitute staff (e.g. answer questions and provide information or instructions as needed, etc.) for the purpose of developing knowledge of warehouse operations and safety skills; completing assigned duties and projects.
- Performs a variety of responsible warehouse duties (e.g. processing stock, pulling supply orders and delivering and picking-up equipment and supplies; issue and receive warehouse supplies and equipment; inspect delivered materials and supplies for compliance with requisitions and receiving slips; rotate stock according to established procedures, etc.) for the purpose of of meeting delivery requirements.
- Processes mail (e.g. sort, package, weight mail, bulk mail, special deliveries, special mailings, ensuring items are packaged in accordance with shipping regulations, etc.) for the purpose of ensuring proper postage is affixed, expenses are allocated to appropriate departments, and postal regulations are followed.
- Sorts internal and external mail for the purpose of distributing to appropriate parties.
- Transports a variety of materials to and from post office, other district units, etc. (e.g. mail, supplies, Board packets; operating district vehicles, etc.) for the purpose of processing internal and/or external mail and deliveries.
- **Cleans assigned facilities and/or grounds (e.g. offices, restrooms, kitchens, workrooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.**

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in a mail room setting including postage meters, addressers, bar coder, tabber, etc.; operating standard office equipment including computers; and using pertinent software applications; preparing and maintaining accurate records; and working as part of a team.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: postal service regulations and mail room operations.

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 specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires 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: adapting to changing work priorities; meeting deadlines and schedules; communicating with diverse groups; working as part of a team; and maintaining confidentiality.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on 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, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 5% walking, and 90% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency graduation from high school and one year warehousing experience.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Valid CA Class C Drivers License

Forklift & Motorized Pallet Jack Certificate

Continuing Educ./Training

Job Description:

Clearances

Maintains Certificates and/or Licenses

Criminal Background Clearance
DOJ Fingerprint Clearance
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FLSA Status

Approval Date

Salary Range

Non Exempt

12/14/2017

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