

## **LEAD DISPATCHER**

<b>JOB SUMMARY</b>	Under the direction of the Central Kitchen Supervisor, responsible for the efficient, daily, distribution of food/supplies to all elementary schools and contracted preschools on heated transport carts. Schedule and instruct the dispatch staff in all duties.
<b>TYPICAL DUTIES</b>	Assist in the completion of daily transport records using the microcomputer. Advise the Cook and Bakery departments of food count adjustments. Instruct and assist the Dispatch staff in accurately measuring, packing, and distributing food/supplies to all elementary schools and contract preschools. Ensure (and document) that all foods dispatched are at the proper temperature and that all transport equipment is operating properly. Assist in planning and scheduling daily activities. Train and provide work direction to assigned personnel in the sanitation/maintenance of work area, carts, pans, other equipment and utensils. Supervise the operation of the large capacity boiler on a rotating basis. Requisition and receive food/supplies from the warehouse for daily use. Open the central kitchen, occasionally. Set up/clean up employee meals on a rotating basis. Record the Dispatch department inventory monthly (keep accurate records of items used/leftover daily). Coordinate the delivery of additional food items to schools on an as needed basis. Provide input for evaluations of employees under your direction. Maintain high standards of safety and sanitation. Perform other related duties as assigned.
<b>JOB REQUIREMENTS</b>	Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and two years of full time paid skilled experience working in a high volume institutional food service setting responsible for monitoring sanitation/food distribution. Related experience may be substituted for education on a year for year basis.
<b>Knowledge of:</b>	Practices, methods, and equipment used in quantity food storage, packing, and transporting; sanitation and safety practices related to institutional food facilities food transporting; methods of operation and care of commercial kitchen equipment; record keeping; techniques of providing training and work direction to others.
<b>Ability to:</b>	Distribute food in large quantities, maintaining proper temperature and sanitary conditions; understand, follow, and apply oral and written instructions; assist in planning and organizing work; train, schedule, and provide work direction to others; maintain cooperative relationships with those contacted during the course of work.

**LICENSE**

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage. Annual food handler's exam in file and valid food handler's card.

**PHYSICAL ABILITY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must pass a physical examination and drug screen certifying this ability.

**WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is usually moderate.