



# NEVADA CITY SCHOOL OF THE ARTS

## Job Opportunity

*Nevada City School of the Arts (NCSOTA), a TK-8 charter school in operation since 1994, is seeking a dynamic, culturally aware, stimulating and highly qualified Instructional Assistant to join our team.*

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**JOB TITLE:** Food Service Kitchen Driver  
**SCHEDULE:** 2022 - 23 School Year - Part-time  
**WAGE:** \$15.50 - \$17.45<sup>1</sup> per hour, depending on experience  
**SUPERVISOR:** Food Service Coordinator

**SUMMARY:** The Nevada City School of the Arts (NCSOTA) Food Service Kitchen Driver is responsible for receiving, rotating, and organizing stock from vendors; managing the kitchen inventory, picking, loading and delivering school meal orders from Building 9 and delivering them to student eating sites throughout the school campus; working on various production kitchen duties as assigned by the Food Services Coordinator. The NCSOTA Kitchen Driver will be performing according to established policies and procedures; the scheduling and routing may vary depending on the specific needs of the Food Services Department, or individual grades at the school.

### DUTIES AND RESPONSIBILITIES

- Understands and is able to communicate the philosophy of the Nourish NCSA School Meal Program. Sets a positive example as a representative of the department who travels throughout the school's campus on a daily basis. Works harmoniously with staff and students.
- Understands and practices the Nourish NCSA's Standard Operating Procedures with regard to handling food and supply products; records and maintains receiving and food transport logs; understands time and temperature as it relates to delivery; and practices FIFO in the process of picking, packing and delivering meals throughout the different service times; can differentiate labels and learns stock descriptions well enough to pick proper goods, count accurately and follows kitchen organization of walk-in, freezer, and pantry stock to assure FIFO is followed.
- Maintains the cleanliness and organization of the storage facilities attached to the central production kitchen. Assists the production team in organizing supplies required for production. Assists the Production chef in weekly inventory counts to assist in maintenance of par inventory levels. Prepares a physical count of all inventories monthly as directed by Production Chef.
- Picks, organizes and delivers food and supplies following prescribed routes and procedures. Checks with authorized personnel with regard to ensuring that service and deliveries are accurate.
- Uses hand trucks, utility carts, and catering totes to safely handle multiple and heavy loads of products.
- Maintains the cleanliness of delivery vehicles, Nourish NCSA delivery totes, and storage areas as assigned.
- Report all unsafe working conditions
- Abide by all NCSOTA Employee Handbook guidelines.

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<sup>1</sup> The pay range shown represents Levels 1 through 5 on the NCSOTA Classified Salary Schedule

- Completion of mandatory training (video & in-person) within 6 weeks of employment and every year thereafter.
- Perform all other duties as needed or assigned.

### **EDUCATION, EXPERIENCE, LICENSURE**

- Willingness to learn and work hard
- Able to perform basic mathematical calculations
- Must obtain Serve Safe Certificate or State/County Food Handler's Permit within 30 days of employment

### **WORKING CONDITIONS**

#### Environment

- Indoor/outdoor work environment
- Infrequent exposure to seasonal weather extremes
- Occasionally exposed to non-weather related extreme cold and heat.
- Regularly exposed to non-weather wet or humid conditions.
- Moderate noise levels.
- Occasionally work near moving mechanical parts
- Exposed to fumes or airborne particles; be exposed to toxic or caustic chemicals
- Have risk of electrical shock
- Driving a vehicle to conduct work

### **OTHER REQUIREMENTS**

- Basic oral and written communication skills
- Intermediate English language skills
- Basic customer service and public relations skills
- Intermediate critical thinking and problem-solving skills
- Ability to manage confidentiality in all aspects of job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to understand and follow all HACCP Standard Operating Procedures

These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

- Fingerprint and Background clearance
- Valid Tuberculosis clearance and every four years thereafter
- Evidence of Automobile Insurance and valid California Driver's License

### **PHYSICAL DEMANDS (*with or without reasonable accommodations*)**

- Frequent repetition of movement of arms and hands
- Dexterity of hands and fingers
- Frequent pushing and pulling
- Regularly move up to 50 pounds
- Frequent lift up to 10 pounds
- Regularly lift up to 50 pounds
- Standing and walking for extended periods of time
- Seeing to read and identify a variety of materials
- Hearing and speaking to exchange information
- Must be able to operate hand truck at time of hire

**EQUAL OPPORTUNITY EMPLOYER**

NCSOTA is an Equal Opportunity Employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics.

**Supervisor:** Food Services Coordinator

**FLSA Status:** Hourly

**Employee Group:** Classified

**Employment Status:** Part Time, Permanent

**TO APPLY:**

Submit resume, cover letter, & minimum three (3) letters of recommendation to:

**Nevada City School of the Arts**  
**Attn: Business Office**  
**13032 Bitney Springs Road**  
**Nevada City, CA 95959**

**FAX: 530-273-1522**

**EMAIL: [employment@ncsota.org](mailto:employment@ncsota.org)**

**DEADLINE TO APPLY**

**Open Until Filled**