



Oakley Union Elementary School District

POSITION DESCRIPTION

Job Title:	Distribution Technician	Work Year:	260	Reports to:	Director, School Nutrition Program
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Primary Function: The Distribution Technician supports district-wide operations by receiving, storing, organizing, and maintaining stored inventory while ensuring the safe, efficient, and timely delivery of food, supplies, equipment, furniture, and materials across all district sites. This role is critical in maintaining uninterrupted student meal service while supporting district-wide operational logistics. This position plays a key role in supporting the School Nutrition Program by transporting, handling, and documenting food products in compliance with USDA regulations, HACCP standards, and established food safety and sanitation guidelines.

Essential Job Functions:

- ❖ Transport breakfast, lunch, and snack components to school sites in compliance with USDA regulations.
- ❖ Maintain proper vehicle temperature for hot and cold food items during transport (HACCP compliance) and ensure food items are delivered in appropriate timeframe.
- ❖ Receive and transport food products in accordance with School Nutrition Program procedures and food safety standards.
- ❖ Coordinate with Nutrition Services staff to ensure accurate and timely meal distribution.
- ❖ Ensure delivery logs, food temperature logs, and/or all related delivery paperwork accompany the equipment, food, and materials provided.
- ❖ Provide deliveries of food, supplies, and equipment for special events and districtwide programs.
- ❖ Drive district vehicles to transport mail, supplies, food products, furniture, equipment, and materials to school sites and district facilities to support daily operations.
- ❖ Load, unload, and distribute shipments, supplies, furniture, equipment, and materials to designated locations and staff.
- ❖ Use work order system to organize accurate and timely deliveries.
- ❖ Move, deliver, and assist with the setup of furniture, equipment, and other large items at school sites and district facilities.
- ❖ Maintain district vehicles to ensure safe operation, including conducting basic inspections and reporting maintenance needs.
- ❖ Build positive working relationships by providing courteous and reliable service.

Other Job Functions:

- ❖ Assist School Nutrition Program staff and other department personnel as needed to support district programs and meal service operations.
- ❖ Maintain cleanliness and organization of warehouse areas, storage locations, and delivery vehicles to ensure a safe and sanitary work environment.
- ❖ Assist site staff with deliveries, furniture relocation, and other operational needs as assigned.

Board Approval:

7/15/2026

Bargaining Unit: Local 1

Salary Schedule/Range 42

Education and Experience:

Prior job-related experience in delivery services, warehouse operations, food service support, or related fields is preferred.

Skills/Knowledge and/or Abilities Required:

Skills in safely operating district and utility vehicles; utilizing hand trucks, carts, pallet jacks, delivery truck lifts, etc.

Knowledge of safe driving practices and delivery procedures; warehouse operations, inventory control, and materials handling; safe food handling, sanitation, and storage procedures.

Ability to understand and follow oral and written directions; to read maps, follow delivery routes, adhere to schedules; maintain records and documentation accurately; organize and track inventory and supplies; work independently and coordinate multiple delivery tasks; lift, carry, push and pull heavy materials/shipments, and furniture; stoop, crouch, reach, and handle items; walk or stand for extended periods.

Licenses, Certifications:

- ❖ Criminal Justice Fingerprint Clearance
- ❖ Tuberculosis Clearance
- ❖ Valid State of California Class C California driver's license
- ❖ Must pass driver standard proficiency test and strength test.
- ❖ Food Safety or Food Handler Certification required. (Will be provided training if needed)

Board Approval:

7/15/2026

Bargaining Unit: Local 1

Salary Schedule/Range 42

SUMMARY OF PHYSICAL DEMANDS RATINGS

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP	=	Not Present - Does not exist
O	=	Occasionally - Up to 1/3 of the time
F	=	Frequently - From 1/3 to 2/3 of the time
C	=	Constantly - 2/3 or more of the time

1. STRENGTH:

A. Standing	10%
Walking	60%
Sitting	30%

B. Lifting	F	50 lbs
Carrying	F	50 lbs.
Pushing	F	25 lbs.
Pulling	F	25 lbs

2. CLIMBING:	O
BALANCING:	O

3. STOOPING:	F
KNEELING:	O
CROUCHING:	F
CRAWLING:	NP

4. REACHING:	C
HANDLING:	C
FINGERING:	O
FEELING:	NP

5. TALKING:

Ordinary	F
Other	O

HEARING:

Conversations	F
Other Sounds	O

6. SEEING:

Acuity, Near	F
Acuity, Far	F
Depth Perception	F
Accommodation	F
Color Vision	O
Field of Vision	F

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: 2 (3) (4) (5) (6)

(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)

8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are boxes of supplies, pallet jack, hand truck; stooping/kneeling/crouching are lifting supplies; reaching/handling are supplies, computer, materials for shipping; talking/hearing other than ordinary conversations over forklift/ traffic noise/potential hazards; visual acuity/depth perception/accommodation are driving vehicle/forklift, reading forms. Drives between sites.

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Bargaining Unit: Local 1

Salary Schedule/Range 42

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP	=	Not Present in the Job Environment
S	=	Seldom - Under 5% of Work Day
O	=	Occasionally - Up to 1/3 Time
F	=	Frequently - From 1/3 to 2/3 Time
C	=	Constantly - 2/3 or More Time.

1. ENVIRONMENT:

Inside 80% Outside 20%

Radiant Energy NP

Burns NP

2. EXTREME COLD: NP

Other Hazard/s S

"Mechanical Hazards" = Fork lift,
loading/unloading hand truck

3. EXTREME HEAT: NP

"Other Hazard/s" = Slips, trips, falls

4. WET/HUMID: NP

7. ATMOSPHERIC CONDITIONS:

5. NOISE: 120 decibels

Fumes O

VIBRATION: O

Mists NP

"Noise" = Forklift

Odors O

"Vibrations" = Forklift, driving vehicle

Gases NP

Dusts F

6. HAZARDS:

Poor Ventilation NP

Mechanical F

Other Atmospheric Hazards NP

Explosives NP

"Fumes" = Truck exhaust

Electrical NP

"Odors" = Truck exhaust

"Dust" = Pollens, road dust

8. PROTECTIVE CLOTHING - DEVICES: Back brace, safety shoes, gloves, safety glasses, hearing protection.

9. E. C.SUMMARY: Inside Work 2 3 4 (5) (6) (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.

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Bargaining Unit: Local 1

Salary Schedule/Range 42