CHILD NUTRITION SERVICES DELIVERY DRIVER

Purpose Statement:

The job of Child Nutrition Services Delivery Driver is done for the purpose/s of transporting food, equipment, materials and supplies to school's Child Nutrition Services facilities.

Essential Functions

- Assists in preparing orders for the purpose of delivering orders to schools and/or departments.

- Assists in receiving stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.

- Drives delivery vehicle (e.g. food, supplies, materials, equipment, etc.) for the purpose of transporting to designated sites.

- Performs routine maintenance on vehicle (e.g. gas, oil, water, battery, windshield/lenses, clean inside/outside, report any problems, etc.) for the purpose of maintaining vehicle in a safe operating condition.

Other Functions

- Assists in cleaning warehouse (e.g. rotating stock, frozen foods, shelves and merchandise, etc.) for the purpose of maintaining an organized layout and safe work environment.

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; using materials handling equipment including operating forklifts, pallet jacks, hand trucks, etc.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: materials handling and storage; food safety; and district geography

ABILITY is required to schedule activities; 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 specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly 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 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience   Job related experience is desired.

Education   High School diploma or equivalent.

Required Testing
Pre-Employment Drug Screening
Pre-Placement Physical Exam
Pre-Employment Proficiency Test

Certificates & Licenses
Valid State Driver's License & Evidence of Insurability
Forklift Operator's Certificate

Continuing Ed./Training
Food Handler's Card may be required

Clearances
Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSAStatus
Non Exempt

Approval Date
8-10-16

Salary Grade
Clsfd 20