

CHILD NUTRITION SERVICES DELIVERY DRIVER

DEFINITION

Under general supervision, drive a delivery vehicle in the pick up and delivery of food from the central kitchen to serving locations; receive, store, and issue food, Child Nutrition supplies, and prepared hot and cold foods; and do other related work as required.

ESSENTIAL FUNCTIONS

Load a delivery vehicle with a variety of food carts, food bags, food containers and Child Nutrition Services (CNS) supplies. Drive a delivery vehicle to deliver and pick up sites, load and unload the delivery vehicle; assist in receiving, processing, and storing CNS product, materials, and equipment; staging of product daily for the following day deliveries; assist in maintaining a variety of CNS product and delivery related records; receive delivery acknowledgment receipts; may operate a variety of warehouse equipment, including a forklift, pallet jack, and hand truck; may assist in conducting inventory reviews and in maintaining inventory control procedures; review delivery vehicle service records and follow-up preventive maintenance and lubrication schedules; pick up and deliver money to and from various sites.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, techniques, procedures, pertaining to receiving, processing, storing, and distribution of a variety of CNS food supplies, materials, and equipment;
HACCP procedures
Simple record management procedures;
Vehicle service and maintenance requirements;
Safe working and vehicle operational practices.

Ability to:

Effectively and efficiently operate a delivery vehicle and assist in a receiving, storage, staging and distribution operation;
Perform routine clerical tasks;
Perform moderately heavy manual tasks;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Some experience operating a mid-sized delivery vehicle and some experience in a warehousing and distribution operation. One year of experience in quantity food preparation, service and facility maintenance in a commercial, institutional, or school food facility setting.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's license; qualify for insurability with the District's insurance carrier. Must possess and maintain a valid ServeSafe Certificate.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's license; qualify for insurability with the District's insurance carrier. Must possess and maintain a valid ServeSafe Certificate.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Heavy work involving lifting, carrying, pushing, and/or pulling of objects weighing up to 100 pounds with frequent lifting or carrying of objects weighing up to 50 pounds; physical dexterity in limbs and digits to operate equipment and to perform strenuous manual labor; ability to bend, stoop, grasp, and reach.

Working Conditions:

May stock and store supplies which require lifting objects overhead on a regular basis. Work involves considerable carrying of materials and requires an awareness of how to properly lift and carry objects.

Pre-placement Physical: Class II