

PROFESSIONAL JOB DESCRIPTION



TITLE: Food Service Driver

REPORTS: Supervisor of Food Service

POSITION GOAL:

Provide safe and efficient transportation so that students may be served lunch in a palatable and timely manner.

QUALIFICATIONS:

1. High school diploma or equivalent
2. Appropriate driver's license.
3. Such additional health and age requirements as the Board may require.
4. Ability to lift up to 100 pounds.
5. Ability to follow policies and practices.

PERFORMANCE RESPONSIBILITIES:

1. Re-arrange stock in dry storage, freezer and cooler as needed.
2. Take food items and supplies to Berg kitchen. Place in the storage areas.
3. Bring food items from dry storage area, freezers and cooler to food production stations at senior high school.
4. Record type of food and supplies that are transferred on inventory record.
5. Load truck with food and supplies from the kitchen.
6. Deliver food and supplies to all schools. Unload items and put in storage.
7. Pick up empty containers and leftover food and return them to the senior high kitchen.
8. Assist in receiving and storage of USDA commodities and Heartland Agency deliveries. Reorganize stock and storage areas. Help unload and re-arrange stock if schedule permits.
9. Report any mechanical defects of vehicle.
10. Communicate with supervisor and high school kitchen manager regarding low stock inventories, damaged and spoiled goods and any problems related to the delivery of food.
11. Obey all traffic laws.
12. Keep assigned vehicle clean.
13. Keep to assigned schedule.
14. Report any accidents and complete required reports.
15. Promote good public relations in dealing with employees and public.
16. Assume other such duties and tasks as assigned by the superintendent/designee.

PHYSICAL REQUIREMENTS:

Bending, carrying, climbing, driving, lifting, pushing-pulling, reaching, sitting, standing, walking.

WORKING CONDITIONS:

1. Includes extremes of temperature and humidity.
2. Hazards include stairs and communicable diseases.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

EVALUATION:

Performance will be evaluated in accordance with provisions of the Board policy on evaluation of classified personnel.