

JOB DESCRIPTION
Eureka City School District
Nutritional Svcs

Food Service Delivery Driver

Purpose Statement

The job of Food Service Delivery Driver is done for the purpose/s of transporting foods, supplies, and/or equipment to designated sites and maintaining vehicle in safe operating condition.

Essential Functions

- Collects funds from school sites (e.g. food service receipts, student activity receipts, etc.) for the purpose of delivering to bank and/or District Office for deposit.
- Loads orders for food items, supplies and/or equipment for the purpose of preparing orders for transport.
- Maintains vehicles (e.g. cleaning, inspecting, fueling, oil, tire pressure, etc.) for the purpose of ensuring safe operation of the vehicle.
- Receives meals and food items for the purpose of ensuring specifications and quantity of orders are correct.
- Responds to inquiries of staff for the purpose of providing information and/or direction regarding the status of orders and/or deliveries.
- Stocks food items, equipment, materials and supplies for the purpose of maintaining required inventory levels that will ensure availability of items when requested and rotation of stock to ensure optimum usage.
- Transports food items, supplies and/or equipment required for the provision of food service operations throughout the District (e.g. hot and cold food carts, packaged and perishable food, et.) for the purpose of delivering requested items to serving sites.
- Unloads deliveries for the purpose of providing distributing shipment at assigned site locations and/or individuals.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Provides clerical support to Food Service's supervisory personnel for the purpose of supporting them in the completion of their functions.

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple non-technical tasks with some need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: driving and using materials, handling equipment.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; interpret written procedures, write routing documents and speak clearly; and understand complex multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: inventory control; proper storage handling of food items in accordance with health standards; and basic vehicle maintenance.

ABILITY is required to schedule activities; gather data; and coordinate a number of factors in the use of equipment . Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of similar types and/or purposes; and utilize a variety of job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is limited; and with equipment it is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with persons of varied cultural and educational backgrounds; physical stamina; and working under time constraints.

Responsibility

Responsibilities include: working under limited supervision and providing information. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 30% sitting, 50% walking and 20% standing. The job is performed under some temperature extremes, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in varying atmospheric conditions.

Experience

Job related experience is desired

Education

High School Diploma or equivalent

Required Testing

Pre-employment Proficiency Exam

Continuing Educ/Training

As needed

FSLA Status Non Exempt

Certificates & Licenses

CPR/First Aid Certificate
Valid CA Driver's License
Food Service Safety Manager Certificate

CPI Training

Clearances

Criminal Justice/Fingerprint Clearance

Salary Grade

Blue 29

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