

Job Title: FOOD SERVICE DRIVER/WORKER
Reports to: Child Nutrition Coordinator
Dept./School: Food Service
Wage/Hour Status: Non-exempt
Date Revised: September 18, 2023

Primary Purpose

Responsible for transporting food, equipment, materials, and supplies between campuses, while maintaining the vehicle in a sanitary and safe operating condition and assisting in other areas of the Food Service Program.

QUALIFICATIONS

Education/Certification

High school diploma or GED
Valid Texas driver's license (Class C)
Valid Food Handler's Permit

Special Knowledge/Skills

Ability to operate hand tools and mechanical equipment
Ability to operate personal computer
Ability to read supply requisitions and perform basic arithmetic
Ability to operate light truck with lift and passenger van

Experience

Experience with transporting food, equipment, and supplies. Knowledge of receiving, distribution, and inventory control procedures.

MAJOR RESPONSIBILITIES AND DUTIES

Major Responsibilities

1. Open crates and other containers using hand tools to unpack items received. Inspect shipments for damage and defects.
2. Transport food and supplies amongst campuses in a district vehicle. Responsible for accurate delivery of food and supplies as well as the condition of food and supplies.
3. Unloads and moves food items, supplies, and/or equipment to various locations manually and by operating mechanical equipment, including forklift, pallet jack, or handcart. Sort and store items according to established procedures.
4. Drive truck to various locations to deliver food supplies and equipment. Load and unload delivery truck by hand or by use of handcart. Obtain authorized signature for supplies requested.
5. Assist with serving food according to meal schedules, departmental policies, and procedures.

Safety

6. Follow established safety procedures and techniques to perform job duties including lifting, carrying, locking bed of delivery trucks at all times, etc. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
7. Follow established hazardous chemical (Material Safety Data) guidelines and requirements; report any accidents or injury to the supervisor.

8. Report needed repairs on vehicles and equipment by following established inspection procedures.

Other

- 9. Responsible for maintaining a clean work area and maintain assigned vehicle (e.g., fluid levels, fueling, cleaning, tire pressure, etc.) to ensure safe operation of vehicle and sanitation of transported food items.
- 10. Keep informed of and comply with district policies and regulations concerning primary job functions, working hours and district work calendar.
- 11. Maintain a professional code of ethics and perform other duties as assigned.

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computer, hand tools, forklift, ladder, dolly scaffolding, pallet jack, hand truck, and light truck (less than 26,000 lbs.).

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Continuous walking, standing, climbing, stooping, bending, kneeling, reaching, heavy lifting and carrying up to 15 pounds frequently, up to 50 pounds occasionally, and over 50 pounds rarely. Work outside and inside; work around machinery with moving parts; work around moving objects or vehicles; work on ladders and scaffolding. Ability to work around hot equipment or cold refrigeration. Exposure to dampness and humidity and slippery or uneven walking surfaces.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: _____ **Date:** _____

Reviewed by: _____ **Date:** _____