

## **CHILD NUTRITION SERVICES DELIVERY DRIVER**

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### **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.

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### **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

**Certificates & Licenses**

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

**Continuing Educ. / Training**

Food Handler's Card may be required

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

4/24/2002

**Salary Grade**

Clsfd 19