

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

DELIVERY DRIVER-FOOD SERVICES & NUTRITION

DEFINITION:

Under the supervision of the Director-Food Services & Nutrition with direction from the Warehouse Worker-Food Services, drive a vehicle to various school sites along assigned routes to deliver food products, supplies and equipment; load and unload shipments of food items and supplies; assure proper and timely distribution of items and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drive a vehicle to various school sites along assigned routes to deliver food products, supplies and equipment; return delivery containers.
- Load and unload shipments of food items and supplies; distribute food items and supplies to appropriate personnel; assist in the inspection of shipments to assure compliance with applicable food service policies, rules and regulations.
- Assure compliance with established time lines and delivery schedules; determine effective delivery routes and prioritize the order of food product deliveries at assigned sites.
- Prepare and maintain a variety of records and logs related to food service deliveries.
- Perform periodic vehicle safety inspections; clean, service and maintain delivery vehicles including washing, checking tires, gasoline, oil and water levels as appropriate.
- Pick up and deliver paperwork and collected monies according to established District procedures as required.
- Operate a variety of standard warehouse and delivery tools and equipment including food carts, hand trucks and dollies; operate a computer and assigned software; input data, send and receive emails.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year warehouse, delivery or related experience.

Licenses and other Requirements

- Valid Class C California Driver's License and evidence of appropriate insurance.
- Valid ServSafe certificate or equivalent.
- Employees must participate in available training and complete required continuing education/training hours to meet USDA professional standards.

Knowledge of:

- Proper loading and unloading of delivery vehicles.
- Food safety and proper food storage temperatures related to handling and transporting food.
- Traffic laws, defensive driving techniques and rules of the road.
- Operation of equipment used in the receipt, storage and shipping of supplies, materials and equipment.
- Safe driving practices and operation of delivery vehicles.

- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Health and safety regulations.
- Basic mathematical calculations.

Ability to:

- Drive a vehicle to various locations to pick up and deliver food items, supplies and equipment.
- Load and unload shipments of food items, supplies and equipment.
- Meet schedules and time lines.
- Ensure proper temperature of food items.
- Maintain and prepare routine records and reports.
- Observe health and safety regulations related to perishable items.
- Operate a computer and assigned software.
- Maintain regular attendance.
- Understand and follow oral and written instructions.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Follow and assure compliance with safety requirements.
- Add, subtract, multiply and divide quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Warehouse environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard and a variety of delivery and warehouse equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Walking.
- Climbing ladders.
- Lifting, carrying, pushing and pulling heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling and crouching.
- Heavy physical labor.

Hazards:

- Driving a vehicle during adverse weather conditions.
- Exposure to cold temperatures including freezers, coolers and refrigerators.
- Traffic hazards.

Approved by Personnel Commission: 09/17/98

Approved by Governing Board: 08/12/98

Salary Range:

Revised:

DRAFT