

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Nutrition Services Utility/Delivery Driver

BASIC FUNCTION:

Under general supervision of the Supervisor, Nutrition Services, to drive a delivery vehicle in the pickup and delivery of intra-district, out-of-district, and United States mail, supplies and materials, technology equipment, and prepared hot and cold foods; and does related work as required.

ESSENTIAL DUTIES:

- *Loads a delivery vehicle with a variety of food, supplies, materials, equipment, and mail.
- *Drives a delivery vehicle to delivery and pickup sites and loads and unloads the delivery vehicle.
- *Assists in receiving, processing, and storing warehouse supplies, materials, and equipment.
- *Processes intra-district and United States mail.
- *Receives delivery acknowledgement receipts.
- *May operate a variety of warehouse equipment, including a forklift, pallet jack, and hand truck.
- *Conducts Nutrition Services warehouse inventory reviews and maintains inventory control procedures, including receiving of USDA shipments, as coordinated by Supervisor.
- *May assist in warehouse delivery inventory reviews and transfer of inventory from site to site, as coordinated by Supervisor.
- *Assists in the preparation and serving of food.
- *Assists in maintaining the food service facility in a safe, clean and sanitary condition.
- *Operates standard food service equipment, including barbeque grill.
- *Reviews delivery vehicle service records and follows up preventative maintenance and lubrication schedules.

OTHER REPRESENTATIVE DUTIES:

- *Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods and procedures pertaining to receiving, processing, storing and distribution of a variety of supplies, materials, equipment, and mail.
- Simple record management procedures.
- Vehicle service and maintenance requirements.
- Safe driving practices and traffic laws.
- Safe and efficient procedures for truck operation, loading and delivery.
- Basic methods of preparing food.
- Standard food service appliances and equipment.
- Sanitation, safety practices and procedures.

Ability to:

- Effectively operate a delivery vehicle and assist in a receiving, storage, and distribution operation.
- Perform routine clerical tasks.

- Learn storage procedures, including methods of proper and orderly storage of various foods, supplies and equipment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Perform moderately heavy manual tasks.
- Work independently without constant supervision.

MINIMUM QUALIFICATIONS:

Experience:

One year of experience operating a mid-size delivery vehicle and some experience in a warehousing and distribution operation. Food preparation experience is desirable.

License Requirement:

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment:

Must have a good driving record. Insurability by the District's liability insurance carrier is required.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work in varied driving conditions.
- Regular exposure to fumes, dust and odors.

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to move or lift up to 50+ pounds.
- Ability to climb stairs.
- Ability to see for purposes of inspecting, inventory, reading labels and other printed matter for driving a delivery truck and for safe operation of equipment.
- Ability to hear and understand speech at normal levels in person, on the telephone, and or on two-way radio.

- Ability to communicate so others will be able to clearly understand a normal conversation in person, on the telephone, and or on two-way radio.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office and computer equipment.
- Ability to operate basic kitchen equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.

Hazards:

- Working around and with machinery having moving parts.
- Traffic hazards.
- Exposure to hot foods, equipment, and metal objects.