

Driver/Warehouse Worker I - Nutrition Services

Purpose Statement

The job of Driver/Warehouse Worker I - Nutrition Services is done for the purpose/s of providing support to the warehousing operations with specific responsibilities for transporting food, supplies, and/or equipment to designated sites while maintaining vehicle in a sanitary and safe operating condition.

This job reports to Lead Driver/Warehouse Worker

Essential Functions

- Loads food items, supplies and/or equipment for the purpose of preparing items for transport to assigned location.
- Maintains manual and electronic files and records (e.g. temperature logs, delivery logs, routes, etc.) for the purpose of providing written support and/or conveying information.
- Maintains assigned vehicle (e.g. fluid levels, fueling, cleaning, tire pressure, etc.) for the purpose of ensuring safe operation of vehicle and sanitation of transported food items.
- Prepares food items, supplies and/or equipment for the purpose of meeting health and safety guidelines.
- Responds to inquiries of site and central kitchen staff for the purpose of providing information and/or direction regarding status of deliveries, etc.
- Transports food items, supplies and/or equipment for the purpose of delivering requested items to designated sites.
- Unloads food items, supplies and/or equipment for the purpose of providing requested items at designated sites.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices.

KNOWLEDGE is required to perform basic math; read and follow instructions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance, and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information

and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work 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, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Physical Capacity Assessment

Certificates and Licenses

Food Handlers/SafeServ Certificate
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade