

**POSITION TITLE:** Delivery Driver/Utility – School Nutrition Services

**QUALIFICATIONS:** High School diploma and minimum of 5 years of custodial, bus driving, warehouse driver, or delivery driver experience. Must be able to read written route instructions, communicate effectively, orally, and by email. Ability to use computer/ipad /cell phone preferred. Must be able to organize work schedule, materials and maintain accurate tracking records. Must have sufficient strength, agility and dexterity to perform all required tasks. Ability to perform required duties with minimum supervision. Good time management skills and ability to work independently and provide directions and supervision to helper. Must have the ability to work in a cooperative, pleasant and professional manner with administrators, school staff, students and the general public. Must have the ability to exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects and equipment. Ability to deal with people in a pleasant and courteous manner. Must be able to drive a vehicle with standard transmission. Ability to use hydraulic lift-gate, hand dolly and other aids to transport goods.

**Necessary Special Requirements: Possession of a valid Virginia driver's license required. A satisfactory driving history is required which includes no at-fault accidents or moving violations during the past year, or no more than one (1) at-fault accident or moving violation during the past three (3) years and no DUI's (driving under the influence of alcohol or drugs convictions.**

**PERFORMANCE EXPECTATIONS:** The RPS School Nutrition Services Department Delivery Driver/Utility will work with RPS central office staff, school cafeteria managers and staff. The work is exclusively for school nutrition services department operation. Loads and drives a truck to deliver SNS items, such as BIC equipment, small ware and other supplies to and between schools and central offices. Pick-up and delivery food, paper items, orders and office supplies from cafeterias and SNS central office as scheduled and directed by SNS Central Office. Maintains tracking/transfers records of food/supply materials and travel logs. Supports summer feeding program. Transports special functions foods and supplies as needed. Assists in the summer cleaning projects in kitchens, special catering event transports. Maintains a clean SNS vehicle. Works effectively as a member of a team to accomplish assigned tasks. Occasionally assist with the organizing and storage of food and supplies in designated storage areas as required by food safety and health code regulations; rotates perishable and nonperishable food items; arrange and label stock as needed, during the summer months monitor temperatures of perishable food holding sites. Assists in training substitute employees in the essential functions of the Food and Nutrition Delivery Driver position. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs responsible unskilled work in maintenance delivery services and does related work as required. Work is performed under regular supervision. This is light work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects. Work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to

receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, operation of machines, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, atmospheric conditions, oils, and wearing a respirator. The worker may be exposed to airborne and noise hazards and may be required to wear specialized personal protective equipment

**REPORTS TO:** SNS Director or Central Office staff designee(s)

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 107

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Non-exempt