

Food Service Assistant II (Delivery Driver)

Purpose Statement

The job of Food Service Assistant II (Delivery Driver) is done for the purpose/s of providing support to the food service and 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; and providing support to the food services activities at assigned location(s).

This job reports to Director of Food & Nutrition Services or Designee

Essential Functions

- Collects daily receipts and delivers to designated location for the purpose of completing transactions and/or securing funds.
- Loads food items, supplies and/or equipment for the purpose of preparing items for transport to assigned location.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitors 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.
- Responds to inquiries of sites, warehouse, and central kitchen staff for the purpose of providing information and/or direction regarding status of deliveries, etc.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Transports food items, supplies, daily receipts, and/or equipment for the purpose of delivering 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, (e.g. food items preparation, inventory supplies, monitor equipment, etc.) for the purpose of meeting health and safety guidelines and ensuring the efficient and effective functioning of the Department.
- Prepares food items, supplies and/or equipment for the purpose of meeting health and safety guidelines.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.

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 and/or meetings; 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 routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact 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 50% sitting, 30% walking, and 20% 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 required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability

ServSafe Managers Certificate

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

24