

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

FOOD SERVICE DRIVER

POSITION: Food Service Driver

REPORTS TO: Site Administrator

LOCATION: Various Sites

NATURE OF WORK:

Employee works primarily alone on a shift delivering food and paper supplies to school kitchens. The employee is also responsible for pulling stock and loading the truck. Duties may also include receiving items at warehouse.

ESSENTIAL FUNCTIONS:

Operate a delivery vehicle and perform a variety of manual tasks in connection with picking up, loading, receiving and delivering items for the Food Service Department.

DUTIES AND RESPONSIBILITIES:

- Makes special deliveries and pickups as assigned;
- Responsible for safe operation of vehicle at all times. Keep vehicle clean and in proper operating condition;
- Maintain orderly work area by organizing supplies and related work equipment in their assigned area. Assist in performing periodic inventories of Department of Food Service supplies;
- During summer months, incumbent will work under the direction of Director of Maintenance, performing various tasks or duties as assigned;
- Operate a delivery vehicle to pick up and deliver food and paper supplies to schools and/or annexes on a regular schedule. Complete daily delivery log sheets, as well as daily mileage sheets;
- Receive and sort incoming food and paper supplies within the Supporting Services facility on a regularly assigned schedule;
- Pick up commodity items at state warehouses as needed;
- Transfer items between locations as needed; and
- Perform other duties as assigned.

QUALIFICATIONS:

- High School Diploma or Equivalency Certificate;
- Two years of recent delivery driving experience, operating trucks of ¾ ton or larger; and
- Possession of valid Maryland Class D driving license and CDL, maintain a good driving record. (Must provide copy of driving record.)

SPECIAL REQUIREMENTS:

- Be in good physical condition, frequently able to lift deliveries of approximately 80 pounds; also capable of withstanding prolonged walking, standing or lifting; and
- May be required to do extensive bending, kneeling, and reading in the course of completing daily work assignments.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight hour employees – Range 7.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP