

**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.

**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 on 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
- Safe handling and transfer procedures for food that is being received and/or delivered
- 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 reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials
- Ability to frequently lift and/or move up to 25 pounds, occasionally move or lift up to 50 pounds, and occasionally move or lift up to 75 pounds with assistance.
- 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

**SPECIAL REQUIREMENTS:**

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.