

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 the warehouse.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to work independently
- Ability to follow both written and verbal instructions
- Ability to work under pressure
- Ability to stand for long periods of time
- Ability to frequently lift 80 pounds
- Ability to do extensive bending, kneeling, and reading in the course of completing daily work assignments
- Possess effective organizational skills
- Possess effective written and oral communication skills
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

DUTIES AND RESPONSIBILITIES:

- Operates a delivery vehicle and performs a variety of manual tasks in connection with picking up, loading, receiving, and delivering items for the Food Service Department
- Responsible for the safe operation of vehicle and keeping the vehicle clean and in proper operating condition
- Maintains orderly work area by organizing supplies and related work equipment in their assigned area
- Assists in performing periodic inventories of Department of Food Service supplies
- Works under the direction of the Director of Maintenance, performing various tasks or duties as assigned, during summer months
- Operates a delivery vehicle to pick up and deliver food and paper supplies to schools and/or annexes on a regular schedule
- Completes daily delivery log sheets, as well as daily mileage sheets
- Receives and sorts incoming food and paper supplies within the Supporting Services facility on a regularly assigned schedule
- Picks up commodity items at state warehouses as needed

- Transfers items between locations as needed
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Two (2) 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.)
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)
- Must lift 80 pounds

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 8.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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