



JOB DESCRIPTION
Delivery Driver (Nutrition Services)

Reports to:	Supervisor or Manager	Employment Group / Salary Range:	Classified Range E
Dept:	Nutrition Services	FLSA:	Non-exempt
Annual Work Days	183	Formal Review Date: Board Approval Date:	4/14/2023 6/05/2023

PRIMARY FUNCTION

Under general supervision, operates a delivery vehicle in the transportation of food service materials and supplies to District locations; assists in the setup of meal service at District kitchens; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Operates a van or large delivery truck following a prescribed route in accordance with a time schedule; makes routine deliveries in accordance with established procedures.
- Moves and lifts heavy objects within safety practices.
- Accepts and verifies vendor deliveries.
- Acknowledges receipt of daily cash from sites.
- Sorts materials, loads and unloads delivery vehicles with correct type and quantity of products.
- Makes special deliveries or picks up materials and equipment as required.
- Performs vehicle safety inspections and adds fuel and fluids as needed.
- Maintains basic logs and records.
- May assist in checking and verifying delivery items received against orders, packing slips and/or purchase orders; returns incorrect or defective materials and equipment; refuses receipt of incorrect items.

As Assigned:

- Drives a vehicle to pick up and deliver food products, materials, and equipment from District locations.
- Assists in the setup of meal service, and supports the serving line, when necessary, at District kitchens; enters data at point of sale; assists in kitchen cleanup operations.

- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

High school diploma or GED; experience performing delivery or other service function according to a predetermined schedule, and at least one year of delivery experience is desirable.

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program is required.
- California Food Handler Card/Certificate is required within 30 days from date of hire and must be maintained during the course of employment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Safe driving practices and techniques.
- Safe and proper methods of handling, loading, securing, and unloading mail, food, supplies and equipment.
- Local area streets and freeways and the organization and layout of school sites.
- District rules, regulations and requirements related to job requirements.
- Safety policies and work practices applicable to the work being performed.

Skills and Abilities to:

- Safely operate a vehicle on city streets and freeways.
- Coordinate considerable amounts of food and food supplies, general mail and interoffice communications and meet strict time schedules.
- Abide by kitchen sanitation and safety measures.
- Utilize equipment and materials used in serving food.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty, and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 50 pounds and up to 75 pounds on a moving cart. Vision requirements include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; analyze and solve problems; use basic math; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied individuals.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The employee works in a warehouse and outdoor environment where the noise level is usually quiet to moderate. Some duties may involve exposure to dust, fumes and traffic.

The employee is required to travel to various District sites and to respond to emergency situations.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed