Position:	Food Services Driver	FLSA: Non-exempt
Department:	Food Services	Salary Grade: 5
Reports to:	Director of Food Services	

OVERALL OBJECTIVE AND SUMMARY

Picks up and delivers food items and other equipment. Participates in the storing of supplies, materials, and equipment. Receives and processes purchased goods arrivals including durable and perishable food items and related supplies and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Delivers either food and/or related perishables or durable supplies and equipment from a central service warehouse to school sites according to assigned routes and schedules. Loads and unloads inventory.
- Unloads, checks and shelves incoming materials, equipment and supplies. Receives merchandise and unloads trucks using forklift and/or hand truck as needed. Maintains transport records.
- May inspect incoming stock for conformity to purchase orders and reports shortages, damages or spoilage, and other discrepancies. Utilizes HACCP methods and reportings.
- Assists with a variety of food warehouse storage functions including stocking, shelving, filling of food orders and checking for adequate levels of food supplies.
- Prepares delivery orders. May pick up various items from locations including mail, school and office supplies for departmental use.
- May operate a forklift, pallet jack, vans, and/or trucks to perform duties.
- Assists in the maintenance of stock records and in inventory counts.
- Maintains food warehousing areas in a safe and orderly condition. Washes and cleans transport vehicles and related equipment at an established standard of cleanliness.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Policies, procedures and practices used for receipt, storage and retrieval of equipment, supplies and materials at the food service warehouse.
- Good organizational and time management skills.
- Safety rules and regulations.

Ability to:

- Perform the duties of the position effectively and efficiently.
- Maintain stock inventory control records.
- Fill orders accurately from requisitions.
- Operate a forklift, pallet jack and delivery vehicle safely and efficiently.
- Meet schedules for delivery of food, supplies or equipment to sites.
- Perform manual labor, including lifting, carrying, and moving heavy equipment and supplies.
- Communicate sufficiently to interact with peers within the immediate work group, other staff and outside delivery staff or vendors in a manner reflecting positively on the Department and the District.
- Ability to be insured.
- Pass a qualifying Employee Entrance Evaluation.

PHYSICAL ABILITIES

This position requires:

- The ability to stand, walk, and manipulate (lift, carry, move) medium to heavy weights of 20 - 50 pounds. May stoop, kneel and crouch.
- Leg and foot dexterity to operate vehicle gas, brakes and clutch while driving.
- Hand-eye coordination, arm-hand dexterity and visual acuity, including depth perception, to drive delivery vehicle and read numbers and words.

EDUCATION AND EXPERIENCE

A high school diploma or equivalent is desired. Additional experience may substitute for education. A minimum of one year general warehouse and delivery experience is desired.

LICENSES AND CERTIFICATES

Requires a valid Driver's License and a medical examination card.
Valid forklift certification