

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### FOOD SERVICES

#### 4314 Food Services Truck/Van Driver

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**JOB TITLE:** FOOD SERVICES TRUCK/VAN DRIVER

**REPORTS TO:** Food Services Warehouse Manager

**SUPERVISES:** Delivery of food/paper supplies

#### **NATURE AND SCOPE OF JOB:**

The Food Services Truck/Van Driver drives a truck/van to transport food/supplies to schools and to other locations throughout the district.

#### **QUALIFICATIONS:**

The Food Services Truck/Van Driver shall:

1. Hold a high school diploma or its equivalent.
2. Have one (1) year of experience in driving a truck/van with a gross vehicle weight rating of less than 26,000 pounds.
3. Hold and maintain a valid driver's license with no major violations, and may also be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

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10. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

#### **EMPLOYMENT TERMS:**

The Food Services Truck/Van Driver shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

#### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Food Services Truck/Van Driver shall:

1. Collect, load and unload food/paper supplies with and without assistance.
2. Drive truck/van and delivers food/paper supplies to schools and to other locations throughout the district.
3. Inspect truck/van prior to operating for proper amounts of fuel, oil, water, and to see that tires are inflated and that lights and brakes work properly.
4. Make minor emergency repairs to truck/van such as changing tires or installing light bulbs, fuses, and tire chains.
5. Follow procedures involved in the receiving, storing and rotating of various food/paper supplies.
6. Detect truck/van driving and operating problems.
7. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

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8. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
9. Participate in appropriate in-service and workshop programs and attend any required meetings.
10. Use computers and/or electronic equipment to fulfill job functions.
11. Adhere to federal statutes and regulations, State and local health agency requirements, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
12. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Director of Food Services or designee, and not otherwise prohibited by law or regulation.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.

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3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### EVALUATION:

The Food Services Warehouse Manager shall evaluate the Food Services Truck/Van Driver in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Dr. Edwin Duroy

Approved

12-10-2003

Date

Signature on file in Human Resource Services.