



JOB DESCRIPTION

Job Title	Maintenance I – Food Service, Mail Hauler
Department	Buildings & Grounds
Reports To	Director of Buildings & Grounds
Classification	Hourly Buildings & Grounds
Location	Service Center
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The position is responsible for, under the direction of the Director of Buildings and Grounds, daily food service hauling, mail delivery, and general maintenance. The position will be involved in maintaining and repairing the physical structure of buildings, primarily as painters during non-school days.

Essential Job Functions

- Coordinates and plans hauling/delivery of food from preparation kitchens to assigned schools.
- Receives food service commodities and supplies.
- Records quantities and amount of all deliveries.
- Maintains accurate inventories of all food service items.
- Sorts and delivers school mail.
- Picks up and delivers mail to University, Library, EC County Jail and assigned locations.
- Secures and deposits all daily cash receipts.
- Performs all District painting tasks.
- Makes simple electrical repairs including replacement of fuses, ballasts, etc.
- Patches and repairs cement, mortar, plaster and drywall.
- Makes minor plumbing and pipe repairs. Services faucets, drains and sanitary fixtures. Makes sweated joints and installations.
- Repairs glass, broken equipment, storm windows and screens.
- Plows snow when assigned.

Ancillary Job Functions

- Responds to emergency snow removal events as directed by supervisor.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Ability to possess a valid driver's license, and CDL certification.
- Ability to adhere to delivery schedules and required pick-ups.
- Ability to pick-up and accurately deposit daily cash receipts.
- Ability to receive in and track food service inventories.
- Maintain Lift Certification

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- N/A

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to physically perform hauling and snow removal duties.
- Perform operator maintenance on assigned vehicle.
- Ability to perform general trade skills.
- Ability to inspect equipment for wear and perceive details in manual and sketches for minor repairs.
- Ability to respond to emergency snow removal events outside of regular work hours
- Ability to read and record written directions and manuals.
- Ability to use hand and power tools to dismantle, repair, and assemble equipment.
- Ability to work in a timely manner, properly, accurately, with sufficient knowledge and with all around job ability.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to relate with other workers and with school staff in an agreeable and cooperative manner.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be required to work in confined spaces, hazardous traffic conditions, or high/dangerous places.
- May be exposed to wet/humid conditions, inclement outdoor weather conditions, vibration, oils, fumes/airborne particles, moving mechanical parts, risk of electrical shock, loud noise levels, or potentially hazardous or cancer-causing agents or chemicals.
- Requires standing/walking on hard surfaces.
- Requires routine lifting up to 75 pounds.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to talk, hear, feel attributes of objects, grasp, push, stand/walk, drive, reach, stoop/kneel/crouch, climb/balance/ operate mechanical equipment, and move up and down from/to sitting position on the floor.
- May be required to have repetitive wrist/hand/finger movement to operate necessary equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- May be required to lift up to 100 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.