



Child Nutrition - Milk and Warehouse Delivery Driver

Purpose Statement

The role of the Child Nutrition – Milk & Warehouse Delivery Driver is to support Child Nutrition warehouse operations by transporting milk, food, supplies, and equipment to designated sites in a safe, timely, and sanitary manner.

Supervisory Relationship

Reports to: Warehouse Manager

Essential Functions

- Complete scheduled delivery routes to multiple locations in accordance with established schedules, ensuring accuracy, timeliness, and proper distribution of milk, food products, supplies, and materials.
- Safely load, transport, and unload delivery items using carts, totes, crates, and other equipment, ensuring secure handling throughout transit.
- Ensure proper handling of products during transport, including maintaining appropriate temperature control for refrigerated items.
- Stock and organize perishable items in designated storage or service areas.
- Rotate perishable inventory as needed to support freshness, quality, and waste reduction practices.
- Monitor inventory levels during delivery and communicate discrepancies, shortages, or concerns to appropriate staff.
- Ensure delivery areas are organized, clean, and properly maintained after drop-off.
- Vehicle Maintenance: Regularly check and maintain the assigned vehicle (e.g., fluid levels, fueling, cleaning, tire pressure) to ensure safe operation and sanitation.
- Adhere to School Policies: Follow school policies and procedures.
- Attendance: This position requires prompt and consistent attendance.
- Perform Other Duties: Undertake additional tasks as assigned to support the effective operation of the work unit

Job Requirements: Minimum Qualifications

Skills

- Perform multiple tasks while adapting to changing job conditions and priorities
- Operate delivery vehicles, carts, pallet jacks, and standard warehouse equipment safely and efficiently
- Maintain accurate inventory and delivery records
- Follow sanitation, safety, and food handling procedures

Knowledge

- Basic math skills, including counting, measuring, and inventory tracking
- Knowledge of safe driving practices and warehouse safety procedures
- Understanding of proper food handling, storage, and temperature control requirements
- Knowledge of district policies and procedures related to transportation and Child Nutrition operations

Abilities

- Safely lift, carry, push, and pull heavy materials and equipment
- Work independently and efficiently while meeting delivery schedules
- Communicate effectively with staff at multiple locations

- Adapt to changing priorities and work assignments
- Maintain confidentiality and professionalism
- Work effectively as part of a team and manage interruptions while maintaining productivity

Responsibility

Work under direct supervision using established procedures and routines. Coordinate delivery schedules and communicate with staff regarding inventory and supply needs. Utilize department resources effectively to support Child Nutrition operations.

Work Environment

Significant lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, and crawling. Generally, 10% sitting, 45% walking, and 45% lifting. Exposure to temperature extremes and some risk of injury or illness.

Experience

Job-related experience preferred

Education

High school diploma or equivalent preferred

Certification

Valid driver's license required

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SL