



Child Nutrition Delivery

Purpose Statement

The Child Nutrition Delivery role supports warehousing operations by transporting food, supplies, and equipment to designated sites while maintaining the vehicle in a safe and sanitary condition.

Supervisory Relationship

Reports to: Food Service Coordinator

Essential Functions

- **Transport Supplies:** Safely transport food items, supplies, and equipment to designated sites, ensuring they meet health and safety guidelines.
- **Vehicle Maintenance:** Regularly check and maintain the assigned vehicle (e.g., fluid levels, fueling, cleaning, tire pressure) to ensure safe operation and sanitation.
- **Loading and Unloading:** Efficiently load and unload food items, supplies, and equipment to prepare for and complete deliveries.
- **Record Keeping:** Maintain manual and electronic files and records, such as temperature logs, delivery logs, and routes, to provide accurate documentation.
- **Deposit Collection:** Collect cafeteria deposits from designated sites to ensure proper tracking and recording of monies.
- **Respond to Inquiries:** Provide information and direction to site and central kitchen staff regarding the status of deliveries.
- **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

- Adherence to safety practices.
- Basic computer skills.
- Basic vehicle maintenance.

Knowledge

- Basic math, including fractions, percentages, and ratios.
- Understanding of safety practices and procedures.
- Basic vehicle maintenance.

Abilities

- Schedule activities and manage time effectively.
- Work flexibly with diverse individuals.
- Operate job-related equipment using standardized methods.
- Maintain accurate records and meet deadlines.

Responsibility

Work under direct supervision using standardized routines. Provide information and advice to others. Operate within a defined budget. Utilize resources from other work units as needed.

Work Environment

Significant lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 20% sitting, 40% walking, and 40% standing. Exposure to temperature extremes and some risk of injury or illness.

Experience

Job-related experience required

Education

High school diploma or equivalent

Certificates and Licenses/Required Testing

Valid Driver's License and evidence of insurability

Post Offer Physical Exam

Continuing Education/Training

Maintain licenses

Participate in ongoing training as required

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

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