



Asst 2 / Driver-Delivery

Purpose Statement

The job of Asst 2 / Driver-Delivery is done for the purpose/s of transporting food, supplies, and/or equipment to designated sites; maintaining vehicle in a sanitary and safe operating condition. Also performs functions of Cook when not involved in delivery activities.

This job reports to Lead Coordinator District Child Nutrition

Essential Functions

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Cooks food, prepared and/or from scratch, and serves meals to students for the purpose of meeting mandated nutritional and program meal requirements.

Loads food items, supplies and/or equipment for the purpose of preparing items for transport to assigned location.

Maintains manual and electronic files and records (e.g. temperature logs, delivery logs, routes, etc.) for the purpose of providing written support and/or conveying information.

Maintains assigned vehicle (e.g. fluid levels, fueling, cleaning, tire pressure, etc.) for the purpose of ensuring safe operation of vehicle and sanitation of transported food items.

Participates in unit meetings, inservice training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.

Prepares food items, supplies and/or equipment for the purpose of meeting health and safety guidelines.

Responds to inquiries of site and central kitchen staff for the purpose of providing information and/or direction regarding status of deliveries, etc.

Transports food items, supplies and/or equipment for the purpose of delivering requested items to designated sites.

Unloads food items, supplies and/or equipment for the purpose of providing requested items at designated sites.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic computer use; basic vehicle maintenance; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 30% sitting, 20% walking, and 50% standing. The job is performed under some temperature extremes.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-Employment Proficiency Test
ServSafe certification

Certificates and Licenses

Valid Driver's License & Evidence of Insurability and
ServSafe certification

Continuing Educ. / Training

Regularly as needed to perform changing essential functions of position; Annually to meet 2010 Healthy Hunger-Free Kids Act Professional Standards requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 2