

Washington West Supervisory Union Job Description

JOB TITLE: Food Service Delivery Driver

FLSA STATUS: Non-Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To deliver food from a central preparation kitchen to satellite school cafeterias; to perform general deliveries and errands as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Pick up food service van at garage. Pack van with daily food order and deliver.
- Pack portable ovens with menu prepared in main cafeteria. Place ovens, food trays and other items in van for delivery.
- Deliver meals to elementary schools.
- Pick up used food trays, ovens, and so forth, and return to main cafeteria. Unload and bring in to dishwashers and remove and stack trays.
- Perform other deliveries and miscellaneous errands as requested, such as picking up empty deposit bags daily at the bank.
- Refuel as needed. Report any malfunctions or problems to appropriate personnel.
- Perform other related duties as assigned.

SUPERVISION RECEIVED: Moderate to minimal supervision is received from the Food Service Director.

SUPERVISORY RESPONSIBILITIES: No formal supervisory duties.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Basic education (high school) plus one to two years of relevant work experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Valid VT Driver's License. Relevant experience/skills in driving a truck or van. Excellent driving record.
- Ability to do heavy lifting.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Handling Stress: Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne

particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.