

**BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION**

Title:	Food Service Driver	FLSA Status: Non-Exempt, Hourly
Pay Program:	Classified Staff	Pay Schedule: Unit C, Operations
Reports to:	Food Service Manager	Pay Range: Wage Scale 4
Prepared/Revised Date:	Spring 2016	Work Year: 10 months

SUMMARY: Food Service Driver is responsible for checking, loading and delivering site orders from the warehouse and/or Regional Production Facilities and delivering them to all Food Services sites throughout the district. The Food Services Driver will be performing according to established policies and procedures; the scheduling and routing may vary depending on the specific needs of the Food Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Job Tasks Descriptions
1. Understands and is able to communicate the philosophy of the BVSD Food Services Program and sets a positive example as a representative of the department who travels throughout the district on a daily basis and work harmoniously with staff and students.
2. Understands and practices the FSD's Standard Operating Procedures with regard to handling food and supply products, records and maintains food transport logs, understands time and temperature as it relates to delivery, and practices FIFO in the process of checking, delivering and stocking items at the FSD sites.
3. Checks, organizes and delivers food and supplies following prescribed routes and procedures and checks with authorized personnel with regard to ensuring that delivery tickets are accurate as printed.
4. Uses truck lifts, hand trucks, and pallet jacks to safely handle multiple and heavy loads of products.
5. Maintains the cleanliness of delivery vehicles, Food Services Delivery Totes, and Food Services Storage Areas as assigned.
6. Perform other duties as assigned

EDUCATION AND RELATED WORK EXPERIENCE:

- High School diploma, completion of G.E.D., or equivalent.
- Over one year, and up to and including **three years'** experience in: Delivery Driving work and/or Food.

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

Special Licenses, Registrations, or Certifications (Use additional space in margins if required.)	Required At Entry?	Must acquire after ? months (Indicate # of months)
1.FS On Line Training Assessment		By completion of probationary period
2. ServSafe Certificate		When offered upon hire, then every 5 years thereafter.
3. Valid Colorado driver's license and clean driving record that meets BVSD insurability requirements	Y	
4. Criminal background check is required for hire	Y	
5. Offer contingent upon passing a post offer physical	Y	

Does this position require a valid Colorado driver's license to perform the essential duties of the job? Yes X No

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

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- Basic skills: personal computing, keyboarding and word processing; critical thinking and problem solving skills
- Ability to manage multiple tasks with frequent interruptions
- Intermediate skills: oral and written communication. English language, interpersonal relations, basic math and accounting, customer service and public relations, organization
- Ability to read and discern labels and stock descriptions on pick, delivery, and inventory paperwork, understand and follow all HACCP SOPs, ability to lift 50lbs on a regular basis
- Advanced skills: ability to drive refrigerated box truck

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

Special Equipment Operating Requirements (Use additional space in margins if required.)	Required At Entry?	Must acquire after ? weeks/months (Indicate # of wks/mths)
1. Hand truck	Y	
2. Pallet jack		1 month
3. Electronic lift gates	Y	

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

Reports to: Official Title: Food Service Manager

SAFETY TO SELF AND OTHERS:

**Be aware and create, to the best of ones' ability, a physically and mentally safe environment for self and others.
Report all unsafe working conditions.**

The physical demands, work environment factors and mental functions 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 the essential functions.

SAFETY EQUIPMENT:

- Sturdy shoes with oil resistant and non-slip soles required
- Food thermometer required (provided)
- Food handler's gloves required (provided)
- Protective gloves for dishwashing required (provided)