

## **Food Service Delivery Driver Job Description**

**Purpose:** The Food Service Delivery Driver delivers food and non-food items. To accomplish these tasks the driver must work closely with the staff and administration of Derby Public Schools.

**Responsible to:** Food Service Supervisor, Central Kitchen Manager and appropriate administrators

**Salary:** Range E

**Date:** April 2013

**Qualifications:**

1. Desire to continue career improvement.
2. Valid driver's license, including CDL license with required endorsements if necessary for specific delivery route.

**Essential Functions:**

**1. Knowledge, Skill and Abilities**

- a. Ensure that all activities conform to district guidelines.
- b. Communicate effectively with all members of the school district and community.
- c. React to change productively and handle other tasks as assigned.
- d. Appropriately operate all equipment as required.
- e. Support the value of an education.
- f. Ensure that all food delivery is completed in a timely manner as to meet schedule demands.
- g. Comply with all district policies, rules and regulations.

**2. Physical Requirements/Environmental Conditions:**

- a. Requires the ability to sit or stand for prolonged periods.
- b. Requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
- c. Requires the ability to stoop, kneel, bend and reach.
- d. Must be able to work in noisy and crowded environments.
- e. Must be able to work in and around fumes and odors.
- f. Must comply with department dress code.
- g. Must be able to work in hot and cold environments.
- h. Must be able to run electrical equipment.
- i. Must be able to lift 40 pounds occasionally.
- j. Must be able to lift 25 pounds repeatedly.
- k. Requires regular attendance and/or physical presence at the job.

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### **General Responsibilities:**

1. Transport food and supplies among district facilities.
2. Maintain assigned schedule.
3. Maintain vehicle in clean condition.
4. Maintain proper hygiene, sanitary and safety practices as regulated by state and district policy.
5. Keep abreast of new information, innovative ideas and techniques.
6. Maintain fuel level of assigned truck.
7. Follow traffic laws and drive in a safe manner to ensure safety of the driver, others on the road, condition of truck and food.
8. Immediately inform the Food Service Supervisor of lateness or emergency mechanical failure.
9. Inform Transportation Supervisor of routine maintenance and repair.
10. Responsible for loading and unloading truck.
11. Responsible for accurate delivery of food and supplies as well as the condition of food and supplies.
12. Adhere to all district health and safety policies.
13. Other duties as assigned by the Food Service Supervisor, Head Cook Central Kitchen and appropriate administrators that are consistent with the general requirements and qualifications of the position.