

**GARFIELD HEIGHTS CITY SCHOOLS  
JOB DESCRIPTION**

<b>Position:</b>	Delivery Driver (2E)
<b>Reports to:</b>	Director Maintenance, Grounds and Transportation
<b>Employment Status:</b>	Part-time
<b>Status:</b>	Classified
<b>Description:</b>	Safely transport cafeteria food and other items to and from school and make other deliveries required by the district; comply with federal and state laws, and board of education policies and mandates that pertain to the job
<b>NOTE:</b>	The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety regulations in all aspects of the job
- Transport cafeteria food to and from school and make other deliveries required by the district
- Follow assigned schedules
- Maintain required records and information
- Report any mechanical problems to the supervisor
- Keep assigned vehicle neat and clean
- Maintain up-to-date knowledge and awareness of changes in driving laws
- Obey all traffic laws
- Observe all mandatory safety regulations for vehicle operated
- Notify the Director Maintenance, Grounds and Transportation or designee in case of mechanical failure or lateness
- Report all accidents and complete required reports
- Enforce applicable federal and state laws, and the Board of Education policies
- Complete established pre-trip inspection of vehicle
- Report any hazardous conditions along the existing route to the supervisor
- Follow district procedures and notification to the Director Maintenance, Grounds and Transportation or designee in the case of illness
- Prepare reports, route maps, schedules, and accident reports as required by the State of Ohio, Ohio Department of Education, and the Board of Education
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information that you may deliver
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude, conversation and by the safe and professional operation of the school vehicle
- Deposit building money into bank daily.

**Other Duties and Responsibilities:**

- Warm up the engine gradually in cold weather
- Exercise responsible leadership when making deliveries
- Perform other duties as assigned by the Director of Maintenance, Grounds and Transportation

**Qualifications:**

- Appropriate state of Ohio driver's license
- Ability to get CDL
- Clear BCI/FBI and Driving Record
- High school diploma or equivalent required

- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Basic first aid
- Knowledge of relevant Ohio laws and regulations
- Knowledge of traffic rules
- Ability to read and understand verbal and written instructions, written warnings and labels
- Ability to work independently

**Equipment Operated:**

- Delivery Vehicle(s) with lift
- Tire gauge
- Steel Handtruck/Two Wheeler/Dolly/Four Wheel Carts
- Safety equipment on vehicle
- Fire extinguisher
- First aid kit
- Body fluid kit
- Various handheld items, e.g. tire iron, oil can, flares, broom, dustpan, flashlight, squeegee

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions
- Occasional interaction among unruly children
- Occasional requirement to lift and carry supplies up to a maximum of 90 pounds, e.g., oil and fluids; boxes
- Frequent requirement to move and push large food carts (hot and cold)
- Frequent stooping, kneeling and crouching
- Frequent requirement to balance
- Frequent extensive movement of product, even in inclement weather conditions
- Frequent exposure to high levels of noise, e.g., engines
- Frequent repetitive hand motion, e.g., lifting boxes and turning the steering wheel
- Frequent requirement to lift, push and pull food carts, up to 500 pounds
- Frequent exposure to various fumes, i.e., carbon monoxide and diesel fuel
- Frequent requirement to sit, stand, walk, talk, hear, see (color vision required), read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date