KENT SCHOOL DISTRICT
JOB DESCRIPTION

NUTRITION SERVICEs DRIVER

REPORTS TO: Central Kitchen Warehouse Lead

SUPERVISES: None

WORK PERIOD: 9 Month

UNIT CLASSIFICATION: AFT

PRIMARY PURPOSE:

The purpose of the position is to make deliveries of food and supplies from the central kitchen warehouse to district schools.

ESSENTIAL JOB DUTIES:

Operates delivery truck; assures proper maintenance and cleanliness of vehicle.

Receives, pulls, and delivers from inventory food, supplies, materials, and equipment from central kitchen warehouse to schools, central kitchen departments, and other locations in the district.

May move equipment and materials within the district.

Picks up and delivers supplies, materials, and equipment from suppliers and vendors in and out of the district.

Maintains necessary paperwork to insure that all pick-ups and deliveries are accounted for.

Maintains orderly and clean warehouse inventory and storage areas.

OTHER JOB DUTIES:

Makes daily inspection of staff and warehouse vehicles.

Serves as member of the food service team of the district; performs related duties consistent with the scope and intent of the position as assigned.

WORKING RELATIONSHIPS:

Reports to the central kitchen warehouse lead. Works with warehouse, central kitchen, and school food service staff on all deliveries from the central kitchen warehouse. Works with suppliers and vendors that serve the district. Works with custodians or office personnel for deliveries.

WORKING CONDITIONS:

Work is primarily performed in a delivery truck and at pick up and delivery sites requiring walking, standing, and lifting of objects weighing up to 100 lbs using proper safety precautions. Employee is subject to traffic hazards and potentially unsafe or difficult driving conditions.

QUALIFICATIONS:

Knowledge, Skills, and Abilities

Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

Knowledge of safe vehicle operating techniques and standards.
Knowledge of traffic laws and safe driving practices.
Knowledge of safe and effective truck loading and unloading techniques and practices.
Ability to safely operate a delivery truck, forklift, and pallet jack.
Ability to communicate effectively, with suppliers, other employees and the general public using tact, courtesy, and good judgment.
Ability to establish and maintain good working relationships with other employees, suppliers, and vendors.
Ability to physically perform the essential functions of the position.

Education and Experience

High school diploma, or G.E.D., and one year experience driving a delivery truck or similar vehicle; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.

Licensing and Certification

Valid Washington State driver's license and driving record that meets established requirements.
Fork lift training certificate.

EVALUATION:

Evaluation responsibilities are assigned to the central kitchen warehouse lead.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other

functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

EEO CATEGORY:	Service/Maintenance
FLSA STATUS:	Non-Exempt
LAST REVISION DATE:	August 2024