



Para - Professional – Job Description

Job Title: Driver - CNP (Truck driver)

Salary: SO 03

Min \$20,496/ Mid \$25,313/ Max \$30,129

Reports to: CNP Transportation Manager

FLSA Status: Non-Exempt

Dept./School: Child Nutrition Program

Minimum Duty Days: 183 days

Primary Purpose:

Responsible for various activities related to the operation of the Child Nutrition Program and its transportation division.

Minimum Requirements:

- High school diploma or GED
- Three years of experience in food service or truck driving
- Must possess and maintain a valid Texas Driver's License (keep current during course of employment)
- Clear driving record for the past five years (submitted upon hired)
- All recommended applicants must undergo a physical, drug and alcohol test prior to employment

****Upon being hired, employee must keep up to date and current with the new USDA requirement of Professional Standard (classes) and hours throughout the school year as provided by Region One, TDA and CNP.***

Major Responsibilities and Duties:

1. Performs all duties, assignments, and routes as assigned by Manager and/or Supervisor.
2. Operates and drives a truck in the safest way possible, complying with all traffic laws, to deliver cabinets containing prepared food, merchandise for schools, and pallets of food.
3. Loads cabinets, pans, utensils and other heavy equipment into truck and delivers it to school(s) within the time allowed for that route(s).
4. Ensures delivery slip is presented to Cafeteria Manager when delivering the items, and ensures receipts are collected upon departure and submits to designated department at Child Nutrition Center upon return to Child Nutrition Center.
5. Loads empty cabinets, utensils, pans with leftover food, and trays from campuses into truck and returns to Child Nutrition Center for proper disposal and accountability.
6. Follows schedule for cleaning and sanitizing warmers and washing trays, pans, boxes, etc. and completes with those duties.
7. Places boxes of deliveries into cooler and/or freezer at the school cafeterias as requested by Cafeteria Managers or designees.
8. Inspects truck daily to insure safe and dependable vehicle in operation; checks oil, battery, water, tires, lighting accessories and gasoline level.
9. Follows necessary safety precautions in use of chemicals; while operating vehicles and working in the various places of the warehouse.
10. Treats all co-workers including Supervisors with dignity and respect.
11. Demonstrates a constructive and cooperative attitude toward assigned duties.

12. Participates in planned In-Service training sessions, and relevant workshops.
13. Recognizes the responsibility of being dependable in attendance, punctuality, and in the proper use of time.
14. Must wear LISD issued uniform when reporting to duty and adhere to the dress code administrative regulation.
15. Performs other duties as may be assigned.
16. Complies with all policies and procedures of the CNP and School District.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard delivery equipment including small hand tools, forklift, pallet jack, truck lifters, food service equipment and supplies, measuring instruments; large truck or van; electronic tablet, scanner; two-way radio; telephone

Posture:

Frequent standing and sitting, kneeling/squatting, bending/stooping, pushing/pulling, lifting and twisting

Motion:

Frequent walking, climbing stairs/ladders in excess of 4 feet, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting:

Heavy lifting and carrying (30 pounds and over) on a daily basis

Environment:

Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands:

Maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date