



## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Truck Driver / Bus Driver	<b>Department:</b> Facilities & Transportation
<b>Reports to:</b> Director of Facilities & Transportation	<b>FLSA Status:</b>
<b>Classification:</b> II	<b>Bargaining/ Work Unit:</b> SEIU Local 284
<b>Position Last Updated:</b> May 2019	<b>Next Position Description Update:</b>

### SECTION II: JOB SUMMARY

- The Truck Driver position exists to ensure the efficient organization, loading, delivery / pick up and transfer of perishable food items, supplies and equipment to designated sites throughout the District. This also includes record keeping and inventory management for food service deliveries and warehouse stock. This position may also perform job responsibilities of a District Bus Driver when required to cover designated routes due to absences.

### SECTION III: DUTIES AND RESPONSIBILITIES

<b>Duty/ Responsibility Number:</b>	1	<b>Statement of Duty/ Responsibility:</b>
<b>Percent of Time:</b>	10%	Warehouse and Delivery

#### Tasks involved in fulfilling above duty/ responsibility:

- Develops and maintains a current knowledge of the District's applicable policies and procedures so work responsibilities can be performed safely, confidently and independently within the position's authority.
- Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- Loads and delivers hot lunches to various kitchen locations daily or as scheduled.
- Picks up soiled laundry and food delivery containers daily or as scheduled to ensure supplies are available for subsequent deliveries.
- Picks up USDA commodities as scheduled, confirms the pickup is complete, and delivers them to the District warehouse.

- Receives, logs and confirms the accuracy of food and kitchen supply orders according to District warehouse procedures, and ensures that order paperwork accurately reflects the shipment contents.
- Labels and dates incoming food orders to facilitate the appropriate rotation of food inventories.
- Develops and maintains knowledge of warehouse inventory in order to efficiently and accurately fulfill requests throughout the District.
- Fulfills Districtwide warehouse orders and makes safe, timely deliveries as scheduled or requested.
- Transfers equipment for repair or reallocation throughout the District as requested.
- Completes a daily pre-trip vehicle inspection to ensure the assigned vehicle(s) are clean and that the interior, exterior and safety equipment are in safe operating condition.
- Maintains the warehouse dock area in a safe and uncluttered condition.
- May perform job responsibilities of a District Bus Driver when required to cover designated routes due to absences.
- Performs other job-related responsibilities as needed or assigned.

<b>Duty/ Responsibility Number:</b>	<b>2</b>	<b>Statement of Duty/ Responsibility:</b>
<b>Percent of Time:</b>	90%	Building Cleaning and Light Maintenance

**Tasks involved in fulfilling above duty/ responsibility:**

#### **SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES**

- At least two years of experience performing job responsibilities similar to those assigned to this position.
- Valid Class B Minnesota driver's license; appropriate MN valid bus driver's license.
- Demonstrated knowledge and skills to safely operate assigned vehicles and consistently perform safety and maintenance checks daily prior to making deliveries and pickups.
- Demonstrated time management skills that support the efficient performance of assigned responsibilities within set schedules.
- Demonstrated strength and stamina to perform the assigned responsibilities of this position. Must be able to lift 50+ pounds frequently.
- Work requires regular lifting, moving, stacking, loading and unloading of products including supplies, equipment and food.

#### **SECTION V: EDUCATION/ CERTIFICATION REQUIREMENTS**

- High school diploma or GED.