

Position Description

Food Service Driver

QUALIFICATIONS:

A. Education

1. High School Diploma or G.E.D.
2. Valid NH Driver License

B. Experience

1. Familiar with Computer software applications, including but not limited to email and Microsoft Word.
2. Abilities commensurate with responsibilities
3. Experience in commercial or school environment, working knowledge of maintaining food, dry storage areas.
4. Familiar with Food Safety regulations.

C. Other Considerations and Requirements

1. Ability to work as an effective member of a high performing team
2. Effective written and verbal communication skills
3. Must be able to assume assignments with a high degree of self-direction
4. Should be physically able, as job includes lifting, bending, and stair climbing. Employee must be able to perform various tasks as required
5. Maintains valid driver's license with medical card
6. Experience driving a small box truck preferred

REPORTS TO:

Director of School Nutrition

SUPERVISES:

Not applicable

JOB GOAL:

The Stock/Courier Coordinator is responsible for the efficiency and organization of the Food Service stock, deliveries and other District courier requests on a consistent basis.

UNIQUE RESPONSIBILITY:

Travels between schools and other district facilities, using Bedford School District vehicles. He/she is required to have a valid New Hampshire Driver's License with a medical card to drive the district's box truck.

PERFORMANCE RESPONSIBILITIES:

A. Food Service Stock Essential Functions

1. Be available for all food service deliveries at each school as assigned
2. All Vendor invoices should be checked in to insure accuracy
3. Determine whether items need to be refused at the time of delivery using the Food Safety guidelines and report to the Food Service Director.
4. Put all items away using (First In First Out) process.
5. Mark all items received with date stamp or marker facing outward for proper recording
6. Work weekly with the Food Service Coordinators to keep all refrigeration and dry storage areas as organized as possible
7. As requested by the Food Service Coordinators assist with putting all items away after deliveries whether weekly, biweekly or monthly
8. Break down all boxes
9. Receive the Government Commodity delivery each month by breaking down, date/label and deliver all items to their respective schools
10. Assist the Food Service Coordinators with the month end physical inventory as needed
11. Checks and records all refrigeration equipment during vacation and summer days as assigned by the Food Service Director
12. Provide a safe environment conducive to protecting the health and well-being of the school's children through high levels of sanitation standards when handling food supplies
13. Ensures that safety and health guidelines as specified under Hazardous Analysis Critical Control Point (HACCP) are adhered to in the school kitchens. Documents all such required forms
14. Attendance

B. Food Service and District Courier Essential Functions

1. Deliver/Receive District mail between all schools and the SAU office daily.
2. Pick up deposit bags from each Food Service kitchen daily
3. Transfer foods and supplies between schools as directed by the School Nutrition Coordinators and Director.
4. Ability to manage and prioritize requests simultaneously and efficiently
5. Maintain the Food Service vehicle according to the Food Safety regulations for transporting food and supplies. Notifying Director of needed repairs or maintenance.
6. Performs other duties as assigned by the School Nutrition Director and School Nutrition Coordinators
7. Attends School Nutrition meetings as required
8. Attendance

EVALUATION: In accordance with district procedures

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

- | | |
|----------------------------------|----------------------------------------------------|
| 1. Lift up to 10 lbs.: | Frequently required |
| 2. Lift 11 to 25 lbs.: | Frequently required |
| 3. Lift 25 to 50 lbs.: | Occasionally required, Assistance may be available |
| 4. Lift over 50 lbs.: | Occasionally required, Assistance may be available |
| 5. Carry up to 10 lbs: | Frequently required |
| 6. Carry 11 to 25 lbs: | Frequently required |
| 7. Carry 26 to 50 lbs: | Occasionally required, Assistance may be available |
| 8. Carry over 50 lbs: | Occasionally required, Assistance may be available |
| 9. Reach above shoulder height: | Frequently required |
| 10. Reach at shoulder height: | Frequently required |
| 11. Reach below shoulder height: | Frequently required |
| 12. Push/Pull: | Frequently required |

Hand Manipulation:

- | | |
|----------------------------|-----------------------|
| 1. Grasping: | Frequently required |
| 2. Handling: | Frequently required |
| 3. Torquing: | Occasionally required |
| 4. Fingering | Frequently required |
| 5. Controls and Equipment: | Hand truck, telephone |

Other Physical Consideration:

- | | |
|---------------------|-----------------------|
| 1. Twisting: | Frequently required |
| 2. Bending: | Frequently required |
| 3. Crawling: | Rarely required |
| 4. Squatting: | Frequently required |
| 5. Kneeling: | Occasionally required |
| 6. Crouching: | Occasionally required |
| 7. Climbing Ladder: | Never required |
| 8. Climbing Stairs: | Occasionally required |
| 9. Balancing: | Occasionally required |

Work Surface (s):

Varies from carpeting, linoleum, tile, concrete, gravel, dirt and grass.

During the Work Day, Employee is Required to:

Drive vehicle to transfer food service products, mail and packages.
Ensure proper rotation of food storage.

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

1. Talking: Necessary for communicating with others.
2. Hearing: Necessary for receiving instructions and queries.
3. Sight: Necessary for doing job effectively and correctly and driving
4. Tasting and Smelling: Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Specific Vocational Preparation Requirements:

- | | |
|---------------------------------------------------------------|-----|
| 1. Short demonstration only | . |
| 2. Any beyond short demonstration up to and including 30 days | . |
| 3. 30-90 days | . X |
| 4. 91-180 days | . |
| 5. 181 days to 1 year | . |
| 6. 1 to 2 years | . |
| 7. 2 to 4 years | . |
| 8. 4 to 10 years | . |
| 9. Over 10 years | . |

Other Training, Skills and Experience Requirements:

Ability to work with departments with different needs, and understand and follow directions.

Summary of Occupational Exposures:

Cleaning agents and solvents for vehicle maintenance

Other Considerations and Requirements:

Should be physically able, as job includes lifting and stair climbing. Employee must be able to perform various tasks as required in maintaining proper food inventory..

Job often entails routine and repetitive tasks that, once learned, can be executed under general supervision. Work may be checked by supervisory personnel to ensure quality and completeness of assignments.

Effective 09/05/2025