

## Terrell I.S.D. Job Description

*Terrell Independent School District is an Equal Opportunity Employer*

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

**Job Title:** Food Service- Maintenance Delivery Driver

**Work Days:** 208

**Reports to:** School Nutrition Director

**Pay Grade:** According to TISD Salary Schedule

**Dept./School:** School Nutrition Department

**School Year:** 2025-2026 School Year

**Contact Person:** Jasmine Castaneda  
Human Resources Specialist

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### Primary Purpose:

Maintaining required inventory levels; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; maintaining and organize storage room, freezer, loading and unloading orders. Performing light maintenance in kitchen.

### Qualifications:

#### Education/Certification:

High School Diploma or GED preferred  
Must possess a Valid Texas Driver's license

#### Special Knowledge/Skills:

Ability to follow verbal and written instructions  
Ability to communicate effectively (verbally)  
Ability to work independently  
Ability to record information  
Ability to work effectively with cafeteria managers

#### Experience:

One year experience in a warehouse position

### Major Responsibilities and Duties:

1. Clean storage room and freezer to maintain a safe and sanitary work area.
2. Delivers a variety of supplies to assigned locations and/or individuals.
3. Drives vehicles (e.g. truck, forklift, etc.) for the purpose of transporting orders and materials to designated sites.
4. Loads and unloads delivery trucks.
5. Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
6. Participates in physical inventories verifying stock and identifying losses.
7. Prepares inventory orders
8. Provides quality customer service for the purpose of maintaining an effective and efficient work environment.
9. Receives stock and non-stock items ensuring specifications, quantity and quality of orders are correct.
10. Maintain friendly customer service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
11. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
12. Maintain a positive and professional tone in all communications (i.e., email, written, and verbal)
13. Perform other duties and accept other responsibilities as assigned.

### Working Conditions:

#### Mental Demands/Physical Demands/Environmental Factors:

Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Work outside and inside. Work around moving objects or vehicles.

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.

### **Application Procedures**

#### **District Employees:**

1. Complete an internal application online at <https://www.applitrack.com/terrellisd/onlineapp/>
  - a. You may attach an updated resume
  - b. You may attach a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Other credentials as applicable

#### **Outside Applicants:**

1. Online Application <https://www.applitrack.com/terrellisd/onlineapp>
  - a. You may attach a resume and a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
  - b. Other credentials as applicable
2. Official transcript(s) will be requested after a recommendation for hire is received

**Terrell ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:**

Melissa Nichols; *Executive Director of Human Resources*  
700 North Catherine Street  
Terrell, Texas 75160  
Office Number: 972-563-7504  
Email: [melissa.nichols@terrellisd.org](mailto:melissa.nichols@terrellisd.org)