

## **CAFETERIA DRIVER**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the general supervision of the Manager (Nutrition Services) and/or Coordinator III (Nutrition Services), keeps the kitchen and other cafeteria area clean and orderly; drives delivery truck from school to school with prepared foods; maintains delivery truck cleanliness; pulls and orders needed food items; helps keep inventory; performs other related tasks as required.

### **ESSENTIAL FUNCTIONS:**

- Loads and unloads school supplies and food supplies to and from trucks and warehouse
- Delivers and returns all prepared food and supplies to and from schools
- Maintains inventory and reports shortages and back order deliveries to Director of Food Services
- Reads menu and pulls items on a day to day basis from inventory
- Maintains simple records connected with the receipt and storage of kitchen supplies
- Helps maintain and clean the docks and exterior areas
- Alternately cleans the warehouse restrooms
- Stocks and rotates all supplies in warehouse and refrigerated areas
- Performs work related to kitchen activities such as sweeping, operating a machine floor scrubber, operating a walk-behind fork lift, etc.
- Operates and maintains vehicle and sanitizes as needed
- Performs related duties and responsibilities as assigned

### **EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Possession of a valid and appropriate California Driver's License and a safe driving record
- Operate and maintain a 2 ½ ton manual transmission truck

### **KNOWLEDGE OF:**

- Safe driving principles and practices
- Rules and regulations of the State Department of Education pertaining to the operation of school vehicles
- Geography of school district
- Basic preventative maintenance requirements of auto equipment
- Janitorial supplies, equipment and methods

### **SKILL AND ABILITY TO:**

- Read and write at a sufficient level to successfully perform the required duties
- Understand and follow both oral and written instructions
- Establish and maintain cooperative working conditions with co-workers
- Exercise good judgment and extreme caution while driving
- Maintain a valid California driver's license according to State regulations
- Establish and maintain effective working relationships with those contacted in the performance of required duties

**WORKING CONDITIONS:**

- Indoor and outdoor environments
- Driving a vehicle to conduct work

**PHYSICAL FUNCTIONS:**

- Sit, stand, walk, kneel, crouch, stoop, squat, twist, climb and lift 50 lbs.
- Reach in all directions
- Ability to lift and carry 75 pounds
- Exposure to cold, heat, outdoors, chemicals and mechanical hazards
- Write legible reports
- Read notes, memos, and printed material
- Speak clearly and communicate effectively

**EXPERIENCE:**

- One (1) year of custodial or maintenance experience

**WORK YEAR:**

The work year is one hundred eighty days (180) days, plus paid holidays, plus paid vacation

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**

*Update: June 28, 2016  
Board approved: April 24, 2012*