

MENDOTA UNIFIED SCHOOL DISTRICT

Position: Delivery Driver/Food Services Driver
Department: Maintenance Operations and Transportation (MOT)
Reports To: Director MOT

FLSA: Non-Exempt

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

PRIMARY FUNCTIONS: To provide regular delivery and pick-up of food, supplies, furniture, equipment, mail and other items to school facilities for the efficient operation of the District's cafeterias, schools, offices, and departments, and to perform related work as required.

EXAMPLE OF SKILLS/DUTIES: Include, but are not limited to,

- Safe operation of a motor vehicle and knowledge of traffic laws and safe driving practices over a variety of normal and hazardous road conditions;
- Knowledge and use of safe and effective loading and unloading techniques and practices
- Knowledge and skills in moving and transporting equipment and supplies.
- Acquire and maintain knowledge of all District departments and District school locations.
- Ability to understand and carry out oral and written instructions;
- Ability to maintain accurate records and complete reports.
- Operates delivery vehicle and sees that District vehicles are regularly serviced and maintained;
- Knowledge of safety procedures and the ability to recognize unsafe conditions;
- Ability to perform physical labor including lifting in excess of fifty (50) pounds;
- Ability to work effectively in the absence of supervision.
- Ability to communicate effectively with other employees and the general public using tact, courtesy, and good judgment while maintaining cooperative working relationships with those contacted in the course of work.
- Perform other tasks as assigned consistent with the goals and objectives of this position

PHYSICAL DEMANDS: The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Lifting, carrying, pushing and/or pulling , some climbing and balancing
- Driving a district vehicle for the purpose of transporting food, supplies and equipment to various locations throughout the District.
- Generally the job requires 20% sitting, 40% walking and 40% standing
- Must possess the manual dexterity to operate school vehicles and equipment, use hand tools, and to handle and work with various objects and materials that are inherent aspects of the job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather will be experienced.

EDUCATION and EXPERIENCE

- High School Diploma or GED
- One year of licensed driving experience

LICENSE AND CERTIFICATION REQUIREMENTS

- A valid appropriate California Driver's License. Must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed in this classification.