

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Food Services Lead Truck Driver	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Food Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	037 OSS
<b>ISSUED:</b>	April 25, 2007		

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**BASIC FUNCTION:**

Direct and participate in the work of Food Services Truck Drivers involved in storing, loading, and distributing food, supplies, and equipment to school cafeterias; assist in assigning routes and work schedules.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Act as working crew leader of Food Services Truck Drivers. **E**

Assist in the development and adjustment of driver routes and schedules. **E**

Assist in morning and afternoon check-in procedures and issue daily instructions to drivers. **E**

Coordinate loading of cold storage items and delivery of supplies and equipment for cafeterias; pick up, carry, and deliver mail to specified food service locations. **E**

Maintain operational records of truck inspections and service requests. **E**

Assist in the selection, training, and assignment of drivers. **E**

Maintain inventory of supplies and equipment. **E**

Lead the work of emergency clean-up crews after normal working hours. **E**

May perform duties of a substitute driver when necessary.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to three years of recent, full-time equivalent, paid driving experience involving the operation of food delivery trucks or equivalent vehicles.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a safe driving record for the last five years.

Possession of a valid California driver's license with a Class B rating.

Must successfully pass an approved food service safety certification examination within 60 days after appointment.

Personal hygiene appropriate to the needs of the position.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical aspects of field of specialty.

Techniques and methods for transporting and storing hot and cold foods.

Safe driving techniques and practices.

Pertinent vehicle codes and district policies.

Delivery routes and school locations.

Reading and writing English communication skills.

**ABILITY TO:**

Operate food delivery trucks in heavy traffic and on school grounds.

Learn delivery routes and all school locations.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Work independently with little direction.

Read, apply, and explain rules, regulations, policies, and procedures.

Lead the work of others.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environments; driving a vehicle to conduct work in various weather and traffic conditions.

**PHYSICAL REQUIREMENTS:**

Strength and stamina sufficient to maintain a rigorous work schedule and to lift heavy loads; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a vehicle; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies, materials, and equipment; frequent lifting of heavy objects.

**Note:** Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.

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