

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Food Services Truck Driver	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Food Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	033 OSS
REVISED:	April 25, 2007		

BASIC FUNCTION:

Drive a light truck used in the pick up and delivery of prepared hot and cold foods and supplies to school cafeterias.

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

Drive a delivery truck on regular, prearranged schedules and routes between school cafeterias. **E**

Pick up supplies, materials, and equipment from warehouse and make regular or special deliveries to school cafeterias; pick up, carry, and deliver mail to specified food service locations. **E**

Pick up hot and cold food transport containers from preparation kitchens, load food onto carts, and deliver to satellite school cafeterias. **E**

Use hydraulic lift and hand dolly to load and unload carts and other materials. **E**

Place food in designated areas of kitchens. **E**

Assist in daily cafeteria cleanup and food and equipment setup at assigned schools. **E**

Maintain vehicle records. **E**

Clean truck daily inside and out. **E**

Assist in setting up equipment and preparing for the opening of new cafeterias. **E**

May make minor or emergency repairs or adjustments on truck when necessary.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of recent, full-time equivalent, paid driving experience involving the operation of light trucks or other commercial vehicles on public streets and highways.

LICENSES AND OTHER REQUIREMENTS:

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

Possession of a valid California driver's license appropriate to the type of equipment and/or vehicle operated.

Incumbents in this job class may be required to obtain a Class B driver's license.

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.

Delivery routes and school locations.

Reading and writing English communication skills.

ABILITY TO:

Read, write, speak, and understand the English language.

Follow oral and written instructions.

Operate a light commercial truck.

Learn delivery routes and school locations.

Establish and maintain effective working relationships with others.

Plan and organize work.

Maintain records.

Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor warehouse and cafeteria; 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: Employees possessing a California driver's license with a Class A or B rating will be subject to random selection for alcohol or controlled substance testing.

5/97 Issued

Job Code 8430

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