

Farmersville Unified School District

JOB TITLE: JOB TITLE: Food Service Driver/Delivery Worker/Light Maintenance

JOB DESCRIPTION

Essential Functions and Responsibilities

Under the general supervision of the Food Service Director. The Food Service Driver will transport foods, supplies, and/or equipment to designated sites; maintaining vehicle in a sanitary and safe operating condition; assisting in the distribution of food.

Typical Duties

- Performs a variety of responsible maintenance cleaning and delivery duties as assigned.
- Performs custodial tasks including emptying trash receptacles washing windows, cleaning restrooms, dusting and cleaning furniture, deep clean kitchens and equipment during non-school days.
- Maintain warehouse/storekeeping duties including receiving, recording, unpacking, sorting, and storing materials, equipment, and supplies; filling requisitions and preparing orders for delivery.
- Delivers warehouse materials/equipment/supplies and delivers/picks up mailroom parcels and materials as assigned.
- Performs general maintenance tasks as assigned including painting, nontechnical repairs, moving, arranging, setting up furniture and equipment.
- Maintains routine files and records related to assigned duties and functions.
- Performs all other essential job related duties as assigned.

Knowledge of:

- Methods of receiving, storing, issuing, packing and shipping equipment, food products and supplies practicing First In First Procedures (FIFO). Load/unload food items, supplies and equipment; make deliveries in a district vehicle.
- Warehousing and food health and safety regulations, maintain inventory and make recommendations on limits of warehouse capacity.
- Properly and orderly storage of materials and food products
- Traffic laws and safe driving practices; safely operate a light truck and lift gate

Ability to:

- Ability to lift up to 50 lbs on a daily basis; maintain facilities in a sanitary condition
- Ability to work outdoors in extreme hot or cold temperatures. Employee may stand or walk a major portion of the time and the position requires mobility to stoop, reach, bend, grasp and manipulate controls and small objects
- Ability to operate hand and power tools used in general maintenance functions
- Ability to perform basic math to calculate measurements, quantities, etc
- Ability to carry out oral and written directions, work cooperatively with those contacted in the course of the work ability to maintain a work schedule with minimum supervision
- Ability to perform routine clerical tasks and use a personal computer (PC)

Requirements

Education and Experience:

- High School diploma or equivalent
- Six months experience in receiving, storing and issuing stock

Licenses and Certifications Required:

- Must possess a valid California Driver's License (Class C and have an updated Bus Driver's License)
- After one (1) year must become Serv Safe Certified

CSEA Approved: October 22, 2013

Board Approved: October 22, 2013