



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Food Service Driver/Courier

F.L.S.A. Non-Exempt

QUALIFICATIONS:

- High School diploma or G.E.D. plus 5 years experience preferred
- Possess Class C driver's license, ability to drive large truck, and excellent driving record
- Current TB test
- Ability to read & communicate in English
- Ability to follow instructions & take initiative in performance of assigned tasks
- Physical ability to walk, stoop, stand, twist & squat on a constant basis
- Lift a minimum of 60 pounds
- Ability to push, pull and load carts and transporters.

ENVIRONMENTAL REQUIREMENTS:

- Must work in a hot, humid environment
- Must work in a cold, or below zero environment for short periods

REPORTS TO: Director of Food Service

TERMS OF EMPLOYMENT: Benefits and work calendar as provided by the Classified Agreement.

ESSENTIAL JOB FUNCTIONS:

1. Interacts with staff, students, faculty, visitors and co-workers in a pleasant and professional manner.
2. Picks and transports daily grocery deliveries to school kitchens from district warehouse or other designated sites. Monitor and maintain inventory of frozen and refrigerated products
3. Maintain food equipment in good operating condition and provide routine preventive maintenance on assigned equipment.

4. Assist warehouse manager in processing food service deliveries and organizing food service warehouse products..
5. Report all needed truck maintenance and repair needs. Maintain clean truck both inside and out.
6. Transports equipment, food, supplies and other items to assigned locations. Records and transport food service and office deposits from assigned school locations to bank.
7. Performs all tasks in accordance with HACCP guidelines.

OTHER JOB FUNCTIONS:

1. Reports to work at scheduled time with proper uniform & appropriately groomed.
2. Adheres to all school district rules & building rules & regulations.
3. Utilizes proper hand washing techniques.
4. Participates in meetings, training sessions & seminars as scheduled.
5. Completes other tasks as assigned.