

LOMPOC UNIFIED SCHOOL DISTRICT
CHILD NUTRITION SERVICES DELIVERY DRIVER

PURPOSE STATEMENT:

Under the direction of Director-Child Nutrition Services, perform a variety of duties related to delivering food items, beverages, supplies, and equipment to designated sites; drive a vehicle along assigned routes to deliver goods; prepare and maintain related records and logs; maintain delivery vehicle in a sanitary and safe operating condition.

ESSENTIAL FUNCTIONS:

Perform a variety of duties related to the loading, unloading and delivering assigned goods including food items, beverages, supplies, equipment along an assigned route to designated sites; assure food, supplies and equipment are delivered in a timely manner.

Drive a vehicle to various locations along assigned routes to deliver goods; maintain cleanliness of vehicles; perform routine vehicle service and maintenance on assigned vehicle including safety, fluid levels, fueling, cleaning and monitoring tire pressure; assure the safe operation of an assigned vehicle and sanitation of transported food items.

Prepare and maintain a variety of records and reports related to money received, deliveries, inventories and assigned activities;

Shelve and store items received or delivered; place food items in racks, coolers or freezers as required; rotate perishable and nonperishable inventory as needed; assure food shipments are not spoiled or damaged.

Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to deliveries, discrepancies and inventory.

Transport food items, monies, supplies and equipment to designated sites; pick-up kitchen equipment and supplies such as pans, trays, and warmers from designated sites.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Basic methods, practices and terminology used in food service operations.
Proper loading and unloading of trucks.
Proper methods of storing food items, equipment, materials and supplies.
Operation of a computer and assigned software.
Basic record-keeping preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.
Basic inventory techniques.
Health and safety regulations.
Traffic laws, defensive driving techniques and rules of the road.
Basic math.

ABILITY TO:

Perform a variety of duties related to the delivering, receiving and storing assigned goods.
Drive a vehicle to various locations along assigned routes to deliver goods.
Meet schedules and time lines.
Assist in maintaining inventory.
Maintain and prepare routine records.

Understand and follow oral and written instructions.
Observe legal and defensive driving practices.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Observe health and safety regulations.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience receiving, storing and delivering supplies.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Food Service Warehouse environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting, standing or walking for extended periods of time.
Lifting, carrying, pushing and pulling heavy objects.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling and crouching.
Climbing ladders.
Heavy physical labor.
The job requires 30% sitting, 65% walking, and 5% standing.

HAZARDS:

Working around and with machinery having moving parts.
Working at heights.
Traffic hazards.

FLSA Status: Non-Exempt

Approval Date: 11/19/2009

Personnel Commission First Reading: 6/21/18

Personnel Commission Approval: 8/16/18

Salary Range: Classified-31(Reviewed 10/10/17)