

KINGS BOARD OF EDUCATION

JOB DESCRIPTION

Title: Food Van Driver

Reports To: Food Service Director, Manager of School Business Affairs

Employment Status: 260 days – Food Van Driver 190 days, 70 contractual days as a Custodian during summer

FLSA Status: Non-Exempt

Qualifications:

1. Valid driver's license; good driving record.
2. Have a belief in education and a concern for children.
3. Ability to make clear and comprehensive reports.
4. Willingness to work and assume responsibility, conscientious, develops and improves his/her proficiency.
5. Must have a high school education.
6. Present high moral character and a good attendance record.
7. Ability to work cooperatively with district personnel.
8. Must be able to lift heavy objects (up to 100#) and ascend/descend ladders.

General Description:

Manage the daily pick-up and delivery of mail, food items, and other materials throughout the district. Hours/schedule to be determined by Food Service Director and/or Manager of School Business Affairs. During summer break, works as a Custodian under the supervision of Manager of School Business Affairs. Hours/schedule to be determined by Manager of School Business Affairs

Essential Functions:

1. Receives food deliveries from vendors, placing foods into appropriate storage locations while rotating stock in all areas of storing facilities
2. Pull products from freezer for thawing purposes fulfilling menu needs as determined by Central Head Cook/Lead Cook.
3. Maintain inventory of commodities stored in freezer location, assist in unloading of commodities; stacking and rotating items in freezers.
4. Maintain inventory of materials stored in storage room location by stacking and rotating stock as needed.

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5. Deliver daily and weekly commodities and/or other food products and materials to each school as ordered by the Central Head Cook and/or Food Service Director.
6. Maintain dry and freezer storage rooms, rotating of food products at Kings Junior High and Columbia Intermediate Schools.
7. Picks up cafeteria deposits and transfers to bank for deposit, any deposit that cannot be transferred to the bank due to time constraints must be brought to Treasurer's Office. All monies/deposits must be signed in upon its arrival providing documentation in ledger.
8. As needed pick up individual school office monies and inter-school mail and deliver to and from various locations as assigned. Any school monies obtained that are not deposited to the bank must be brought to Treasurer's Office. All monies must be signed in upon its arrival providing documentation in ledger.
9. Keep food truck/van clean and sanitary inside and out at all times; however, a minimum of one wash per week is required.
10. Deliver daily inter/intra district mail, pick up all district mail from post office.
11. As assigned, if need arises, drives delivery truck on scheduled or unscheduled trips in the event school supplies need to be picked up.
12. Loads, hauls, and unloads supplies and equipment, mail, freight, express and other designed items.
13. Check gasoline daily and fill as required at end of each day.
14. Check oil, cooling fluids, and tires on a regular schedule, conducting a PreTrip on Food Van bimonthly and submitting to Food Service Director.
15. Report any repair needs or concerns to mechanic at district's transportation garage.

Other Duties and Responsibilities:

1. Serves as a role model in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Helps instill the belief in and practice of ethical principles and democratic values;
3. Conducts other duties related to the driver's duties as assigned by the Food Service Director or Manager of School Business Affairs.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids and tissue.

2. Occasional operation of a bus, truck or vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.