

JOB DESCRIPTION
Grossmont Union High School District

FOOD SERVICE DRIVER

Purpose Statement:

The job of Food Service Driver is done for the purpose/s of transporting foods, supplies, and/or equipment to designated sites; maintaining vehicle in a sanitary and safe operating condition; selling food and beverage items; and assisting in the preparation and distribution of food. Incumbents in this classification provide students and the staff with materials and services which in turn directly supports learning.

This job reports to Director, Food Services

Essential Functions

- Loads food items, supplies and/or equipment for the purpose of preparing required items for transport.
- Maintains assigned vehicle (e.g. fuel, oil, tire pressure, cleaning, etc.) for the purpose of ensuring the safe operation and sanitation of vehicle.
- Maintains documentation (e.g. mileage, cash receipts, etc.) for the purpose of providing written support and/or conveying information.
- Organizes food and catering orders for the purpose of ensuring food is delivered in a timely manner.
- Reconciles cash transactions and item counts for the purpose of balancing financial and daily inventory accounts.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Stocks food items and supplies for the purpose of maintaining an inventory of required items.
- Transports food items, supplies and/or equipment to various satellite school cafeterias and other off-campus locations for the purpose of delivering requested items to designated sites in a timely manner.
- Unloads food items, supplies and/or equipment for the purpose of providing requested items to designated sites.

Other Functions

- Assists in the preparation of food (e.g. hot and cold sandwiches, salads, entrees, etc.) for the purpose of providing support to the Food Service operations and/or meeting mandated nutritional requirements.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; quantity cooking and clean up; and health standards and hazards.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 35% sitting, 55% walking, and 10% standing. The job is performed under some temperature extremes and a generally hazard free environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

Valid Class 3 California Driver's License
Food Handlers Certificates

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 40