

Arlington School District No. 16

Job Description

JOB TITLE: Child Nutrition Delivery Driver

CLASSIFICATION:	Classified - Public School Employees
LOCATION:	District Building Kitchens
REPORTS TO:	Director of Child Nutrition
HOURS:	
SALARY:	Per PSE Schedule

SUMMARY: Under the supervision of the Director of Child Nutrition and the Cook/Baker Lead, the Child Nutrition Delivery Driver collaborates with leads and performs a variety of tasks including, but not limited to, food preparation, serving of meals, cashiering, the safe loading/unloading of transport carts, transport and delivery of prepared meals and clean-up of work. The driver is also responsible for maintaining the truck to ensure it is clean and maintenance issues are reported to the office in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Receive and deliver food, supplies, and equipment to appropriate sites as designated.
- Coordinate and schedule deliveries, both incoming and outgoing.
- Store, dispose and record unused food as appropriate.
- Establish and maintain positive working relations with staff, students and the public with a focus on commitment to quality customer service and courteous, helpful, friendly cooperation.
- Safely and responsibly operate a large truck and lift.
- Maintain the cleanliness of the truck (inside and out).
- Fuel truck as needed.
- Reports concerns regarding truck operation to the Director of Child Nutrition or the Administrative Assistant.
- Assist in preparation and serving of food for the purpose of providing a quality food service program to students and staff.
- Properly handle, clean and prepare fresh fruits and vegetables.
- Assemble all types of foods for meals including, but not limited to, sack lunches, salad bar, sandwiches, ala carte and desserts.
- Store and dispose of unused food.
- Perform as a team member and assist co-workers with varying levels of food preparation.
- Lead work of students and part-time help.
- Perform cashiering duties.
- Properly and safely handle and store food ensuring freezers, refrigerators and storerooms are kept in an orderly and safe manner.
- Practice safe operating procedures and practices for self and others at all times.
- Promote and exhibit professionalism in the kitchen at all times through conduct and commitment to providing quality product and customer service.
- Observe strict confidentiality regarding student and personnel information.

- Assist Kitchen Lead in maintaining accurate production records and other required documentation. Interact and work cooperatively with Central Kitchen and building staff, students and parents to develop positive communication. Demonstrate professionalism through conduct, punctuality, and minimal absences.
- Comply with all district, state, federal, and HACCP policies, procedures, and laws regarding Child Nutrition and safe food handling practices.
- Maintain the ability to be a self-starter.
- Possess the ability to follow instructions.
- Other duties may be assigned by the Director of Child Nutrition to accommodate the efficient operation of the department.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent

Prefer experience in the field of food service.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current Washington State Department of Health Food Handler's Certificate

Valid Washington State driver's license for duration of employment (must maintain a clean driving record and have a driving abstract pulled each year)

Current First Aid/CPR card (may be required)

LANGUAGE SKILLS:

Ability to read, interpret and follow directions in the English language. Ability to effectively present information and respond to questions from students and staff.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk, stand, sit, stoop and bend and use the hands to handle, finger, or feel objects, tools, or controls. The employee will need the ability to lift and/or move up to 60 pounds and the ability to repeatedly push/pull/maneuver carts weighing approximately 400 pounds. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are normal noises associated with common kitchen equipment. There may be frequent exposure to hot water, steam, and heat normally associated with a kitchen operation. While performing the duties of this job, the employee occasionally may walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact positively with the public and other workers.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.