

**JOB TITLE: NUTRITION SERVICES DRIVER/CUSTODIAN**

**BASIC FUNCTION**

Under the direction of the Director of Nutrition Services, drives a delivery truck for the purpose of delivering food and food service supplies to assigned school sites, performs a variety of custodial work in the cleaning and maintenance of the Food Center, assures compliance with sanitation regulations.

**ESSENTIAL JOB FUNCTIONS**

- Drives a delivery truck for the purpose of delivering food and food service supplies to assigned school sites, loads and offloads food and supplies on delivery truck, drives to various school sites according to established schedules, assures proper and timely distribution of food items and supplies
- Places food items in racks, coolers or freezers as required, assures distribution activities comply with safety and sanitation requirements
- Sweeps floors, carpet, steps, walks and dock area as assigned
- Scrubs tile floors in food preparation areas, rinses scrubbed areas using a mop
- Performs minor plumbing repairs as assigned
- Greases a variety of equipment such as revolving ovens and steam kettles as needed
- Cleans offices, restrooms, employee locker room and lounge, washes and scrubs waste receptacles, cleans and disinfects floor drains, troughs and wells
- Blows down boiler to release pressure and adds assigned compound according to established procedures
- Repairs food carts of various sizes and types as assigned
- Assists with conducting inventories of related warehouse supplies as assigned
- Operates a variety of standard delivery and custodial equipment including food carts, forklifts, pallet jacks, hand trucks, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned
- Communicates with personnel to exchange information, coordinate activities and resolve issues or concerns
- Participates in the thorough cleaning and restoration of assigned facilities during vacation periods
- Perform related duties as assigned

**JOB REQUIREMENTS – QUALIFICATIONS**

**Skills, Knowledge and/or Abilities Required:**

Skill to:

- Use hand tools such as pliers, wrenches and screwdrivers
- Operate a variety of power tools such as power drills, air nozzle, and machinery such as floor scrubbing machine and floor buffer
- Operate a variety of food service equipment such as boilers, dishwashers, ovens, conveyor belts
- Operate vehicular equipment such as a truck and forklift

Knowledge of:

- Safe working practices and procedures
- Traffic laws, defensive driving techniques and rules of the road
- Methods, materials, tools and equipment used in custodial work and the maintenance and repair of food service and related equipment
- Operation of standard delivery and custodial equipment
- Sanitation and safety practices related to handling and transporting food
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Vehicle preventive maintenance techniques
- Proper lifting techniques
- Health and safety regulations

Ability to:

- Participate in food service distribution functions
- Drive a vehicle to various locations to pick up and deliver food items and supplies
- Observe legal and defensive driving practices
- Assure proper temperature of food items
- Operate a vehicle, forklift, pallet jack, dolly, hand truck, mops, small hand and power tools, buffer/scrubber machines and other equipment
- Exercise good judgment
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Learn the location of various District school sites
- Establish and maintain cooperative and effective working relationships with others
- Understand and follow oral and written instructions
- Observe health and safety regulations
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Work courteously and tactfully with co-workers, public, pupils and parents
- Receive constructive criticism and modify work appropriately
- Suggest procedural improvements to supervisor as appropriate
- Maintain high level of professionalism in keeping the needs of customers a top priority

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will be expected to perform heavy work, which involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light and sedentary work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*
- Perceiving the nature of sound, visual acuity (near and far) and depth perception

- Manual dexterity to operate various delivery and custodial equipment
- Walking and standing for extended periods of time
- Bending at the waist, kneeling and crouching
- Reaching overhead, above the shoulders and horizontally
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

### **EXPERIENCE AND EDUCATION REQUIREMENT**

#### Experience:

One year of full-time experience in one or more of the following areas: custodial, maintenance including minor mechanical repairs or storekeeping including receiving, storing or issuing stock. Experience in the operation of a truck.

#### Education:

Equivalent to graduation from high school. Courses in building maintenance or other related field are desirable.

### **LICENSE AND/OR CERTIFICATE REQUIREMENT**

- Required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs. The training will be provided by the District
- Possession of a valid California Class C driver's license

### **CONDITIONS OF EMPLOYMENT**

- Must successfully complete an Occupational Safety and Health Administration (OSHA) Forklift Operator course within six (6) months of employment. Training will be provided by the District
- Insurability by the District's liability insurance carrier
- Employees in this classification are subject to random drug testing as prescribed by Federal law