

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: CHILD NUTRITION SERVICES-DELIVERY DRIVER****BASIC FUNCTION:**

Under the direction of an assigned supervisor, drive a District vehicle in the pick-up and delivery of food and supplies to and from assigned sites; assist with catering duties.

ESSENTIAL DUTIES:

- Drive a District vehicle to various locations along assigned routes to pick up and deliver food items and supplies; distribute food items and supplies to food service personnel; inspect shipments to assure compliance with order specifications.
- Assist with catering duties including the set-up and teardown of catering events.
- Receive warehouse orders as directed; unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; shelve and store items received in the appropriate section of the warehouse.
- Stock catering vending machines as needed and collect monies from vending machines according to established procedures.
- Communicate with student, staff, parents and outside agencies to exchange information, coordinate activities and resolve issues.
- Operate a variety of equipment including barbeques, pressure washers, balers and pallet jacks; operate a forklift as assigned by the position.
- Maintain vehicles, warehouse and inventory in a safe, clean and orderly condition; wash barbeques; perform daily vehicle safety inspections; replenish air and fluid levels as appropriate.
- Collect and deliver records related to food items, supplies, orders, inventory, temperature, monies and assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

Pick-up empty propane tanks and transport tanks to be re-filled.

KNOWLEDGE/ABILITIES:

Methods, practices, procedures and terminology used in food service warehouse, distribution and delivery operations.

Traffic laws, defensive driving techniques and rules of the road.

Operation of a vehicle weighing up to 26,000 lbs., forklift, pallet jack and other warehouse equipment.

Storage and rotation of perishable foods.

Proper lifting techniques.

Participate in a variety of food service distribution functions including catering duties.

Assist in filling and processing daily food service orders.

Load and unload shipments of food items and supplies.

Follow and ensure compliance with health and sanitation safety practices related to handling and transporting food.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent education and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license, Valid and appropriate food handler certificate(s), Valid Forklift certification, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS/HAZARDS:

Dexterity of hands and fingers to operate various equipment.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling and crouching.
Heavy physical labor.
Seeing to read a variety of documents.
Climbing ladders, stair and ramps.