

	<h2>Delivery Driver</h2>	<p style="text-align: center;"><b>Classified Position</b></p> <p>Initial Date: May 8, 1975  Board Approval: January 31, 2012  Revision Date: January 31, 2012  Personnel Commission: April 25, 2012  Range: 43  Reports to Director of Student Nutrition</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

To provide delivery service of foodstuff from storage to the central kitchen and foodstuff and prepared meals to school sites in support of the food service program; perform a variety of warehouse and store keeping duties for the District warehouse and Food Service programs; to receive, inspect, store, and distribute supplies, equipment, furniture, and foodstuffs; and to assist in the maintenance of pertinent records. Deliver mail to and from school and other sites. The employee in this classification receives general supervision within a framework of standard policies and procedures.

**DISTINGUISHING CHARACTERISTICS:**

This job class requires the ability to operate a delivery vehicle, warehouse equipment and other equipment safely and properly and is responsible for the accurate and timely delivery of Food Service meals and foodstuff; Warehouse items and other items, as assigned.

**REPRESENTATIVE DUTIES:**

- Delivers foodstuff from storage to central kitchen and foodstuff and prepared meals to school sites; loads and unloads delivery vehicle with specified material to be delivered or returned
- Delivers and picks up mail and other printed materials to and from school and other sites
- Operates delivery vehicles, forklifts, and other warehouse tools and equipment
- Maintain a variety of records and logs related to deliveries
- Maintains food services warehouse
- Performs pre-safety check and inspection of delivery vehicle
- Receives and accounts for food service deliveries
- Performs routine maintenance and servicing of vehicle including cleaning and adding gasoline, oil, and other fluids; reports need for repairs and servicing to supervisor
- Loads and unloads trucks
- May input information into computer terminal to update inventory stock levels, fixed assets, purchase orders, receipts and issuances
- May perform routine functions in district warehouse as time and needs permit
- Performs related duties as assigned

**KNOWLEDGE AND ABILITIES:**

- Knowledge of traffic laws and regulations
- Knowledge of efficient and safe loading and unloading techniques. Load and carry heavy objects up to 75 pounds
- Skill in basic arithmetic, computation skills including addition, subtraction, multiplication and division
- Skill in establishing and maintaining effective work relationships with those contacted in the performance of assigned duties
- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation
- Ability to understand and follow oral and written instructions
- Ability to operate a computer and assigned software
- Ability to operate a light delivery vehicle and forklift skillfully and safely
- Ability to plan and organize assigned routes so as to meet established timelines and schedules

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- One year delivery experience is required

**LICENSES AND OTHER REQUIREMENTS:**

- Requires a valid California Driver's License
- Forklift certification is required
- May require pre-employment physical examination

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Work environment both indoors and outdoors
- Temperature - normal climate, subject to some adverse weather conditions, temperature changes

**PHYSICAL DEMANDS:**

- Manual dexterity and physical condition to maintain a rigorous work schedule involving making deliveries/pickups to all District locations and continuous physical exertion. Moderate to strenuous physical effort for extended periods of time.
- Physical demands include lifting up to 75 pounds, standing, walking and sitting for extended periods, bending at the waist, pushing, pulling, twisting, turning and dexterity of hands and fingers to operate tools and equipment
- Must have physical skills/abilities/faculties to allow the full operation of a hand-truck, forklift, hydraulic pallet lift, furniture dolly, van or truck
- Moderate to high stress level

**HAZARDS:**

- Temperature - normal climate, occasional adverse weather conditions
- Chemical exposure - occasional: gasoline, oil
- Fumes/Gases/Odors - occasional

**JOB PARTICULARS:**

- Tools/equipment/work aids - back-support belt. Protective clothing if any time is spent in cold storage facility

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.