



## **Job Title: Delivery Driver - Nutrition Services**

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**Job Summary:** The Delivery Driver for Food Services is responsible for delivering food and supplies for the district's Nutrition Services programs. This role involves transporting products to and from the warehouse to district buildings, ensuring all deliveries are on time, and maintaining vehicle cleanliness and safety standards. The Delivery Driver plays a vital role in supporting the district's mission by ensuring food and supplies are delivered safely and efficiently to meet the needs of students and staff.

### **Essential Duties and Responsibilities:**

- **Delivery and Transport:** Safely and efficiently picks up and delivers food and supplies to all food service programs, ensuring timely deliveries.
- **Product Handling:** Receives, checks, and transfers food and supplies to the appropriate storage areas. Rotates stock as needed to ensure freshness and minimize waste.
- **Money Transport:** Safely picks up and transports substantial amounts of cash, following district procedures.
- **Vehicle Operation:** Operates delivery truck in a safe, courteous, and professional manner. Ensures compliance with traffic laws and vehicle safety standards.
- **Vehicle Maintenance:** Cleans and maintains the interior and exterior of the vehicle as needed. Promptly reports any vehicle or facility maintenance needs.
- **Sanitation Compliance:** Adheres to all sanitation regulations, including proper food handling, delivery, and storage as required by state law and district policy.
- **Safety:** Maintains a clean driving record. Conducts daily inspections of the delivery vehicle, equipment, and facilities to ensure compliance with established safety practices and standards.
- **Customer Service:** Maintains a flexible, cooperative attitude to assist teammates and resolve any issues that may arise, ensuring high customer satisfaction.
- **Communication:** Effectively communicates with supervisors, teammates, and others in a respectful and professional manner.
- **Food Ordering Support:** Assists kitchen managers by notifying them of low product levels and ensuring food and supplies are ordered in a timely manner.
- **Other Duties:** Assists with other tasks as needed to ensure smooth and efficient operations of the food service department, including attending mandatory meetings.

### **Specific Performance Results:**

### **Quality and Service:**

- **Quality Control:** Food deliveries are on time, safe, and handled according to district sanitation standards, ensuring quality is maintained.
- **Customer Experience:** Receives positive feedback from staff regarding service delivery and communication. Resolves issues promptly and professionally.
- **Timeliness:** Consistently meets delivery schedules, ensuring no delays in meal services.

#### **Teamwork and Communication:**

- **Cooperation:** Actively contributes to team success, assisting teammates to meet daily goals and production schedules.
- **Attendance:** Attends all required departmental meetings, unless excused by a supervisor.
- **Documentation:** Ensures all paperwork is completed accurately and submitted on time in compliance with district and department requirements.

#### **Working Conditions and 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.

- **Physical Demands:** Prolonged standing, bending, stooping, reaching, lifting, pushing, and pulling. Ability to lift and carry up to 70 pounds, up to 50 times per shift.
- **Hazards:** Potential exposure to cuts, burns, slipping, tripping, and lifting strains.
- **Environmental Conditions:** Frequently exposed to varying temperatures (cold, hot, humid), fumes, odors, and weather extremes.
- **Noise Level:** Moderate noise environment.

#### **Education and Competencies:**

- **Licensing:** Must maintain a valid Washington State driver's license.
- **Truck Operation:** Ability to operate a delivery truck and hydraulic lift gate independently.
- **Physical Stamina:** Stands for up to 90% of the shift, frequently working in cold and hot, damp environments, and handling food products in varying conditions.
- **Skills:** Strong reading and writing skills are required. Ability to read and follow delivery schedules and safety procedures.

#### **Additional Qualifications:**

- Ability to work well with others in a team environment.
- Strong attention to detail and ability to manage time effectively.
- A proactive attitude toward identifying and solving problems.
- Attend all mandatory meetings and training as scheduled.