



## Food Service Driver

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**Reports to:** Director of Food Service  
**Salary Schedule:** Schedule A  
**FLSA Status:** Hourly

**Bargaining Unit:** FS Employees WCCCE  
**EEO Class:** Level 7  
**Revised Date:** April 2011

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### **SUMMARY:**

Delivers food and supplies as needed for the districts breakfast, lunch, snacks, food service or catering programs. Transfers delivered products to appropriate storage areas and to district kitchen facilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Pick up and delivers food and supplies for use in all WSD food service programs.
- Responsible for transferring and handling of money.
- Maintains records as needed to perform delivery duties.
- Drives delivery truck in a safe and courteous manner as measured by maintenance of a clean driving record and absence of community complaints.
- Cleans the vehicles interior and exterior as needed.
- Maintains vital vehicle fluid levels to insure long life of equipment.
- Fills in where needed to insure efficient operation.
- Suggests improvements to operating format.
- Works a variety of hours and schedules and maintains an attitude of flexibility in this area to meet the requirements of providing a high level of customer service.
- Recognizes and reports all necessary maintenance promptly.
- Communicates with teammates and customers respectfully and courteously.
- Transfers delivered products to required storage areas and rotates product as needed.
- Adheres to all sanitation regulations as prescribed by the state or district, especially those related to the proper food handling during shipping and storage.
- Maintains an attitude of flexibility when dealing with teammates to resolve problems.

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

**Teamwork** - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

**Computer Skills** – To perform this job successfully, an individual should have basic knowledge of computer operating systems.

**Customer Service** – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

**Interpersonal Skills** - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Oral and Written Communication** - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

#### **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.

While performing the duties of this job, the employee is regularly required to stand; sit, walk, use fingers for manual dexterity, handle, or feel; reach with hands and arms; push and pull, and talk or hear and smell. The employee is frequently required to stoop, kneel or crouch. The employee is occasionally required to climb or balance. The employee must regularly lift and /or move up to 50 pounds, occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

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.

While performing the duties of this job, the employee is regularly exposed to vibration. The employee is frequently exposed to fumes or airborne particles, wet and/or humid conditions; and outside weather conditions year round. The noise level in the work environment is usually moderate.

**EDUCATION AND COMPETENCIES:**

- High school graduate or equivalent.
- Must possess a current Washington State driver's License and evidence of a safe driving record.
- Able to operate delivery truck and hydraulic lift gate unassisted.
- Two years experience as a delivery driver.
- Must hold/obtain a valid/current food handler's permit.
- Ability to maintain accurate records/reports.
- Ability to relate well to students and staff.
- Attendance and punctuality are important functions of this position.
- Must maintain a high standard of personal hygiene.

