

## Santa Clarita Valley Food Service Agency

## Position Description

Position: Delivery Driver	Position Number: 2.00
Department/Site: Central Kitchen Warehouse	FLSA: Non-exempt
Reports to/Evaluated by: Director of Finance & Administration or his/her designee	Salary Grade: 112

### **Summary**

Delivers perishable food items and inventoried supplies, and other equipment according to established routes and time requirements. Assists in the receipt, processing and storage of purchased goods arrivals including durable and perishable items and related supplies and equipment.

### **Distinguishing Career Features**

The Delivery Driver requires the ability to organize perishable food items and durable supplies, and deliver to cafeteria sites in a timely manner. The Delivery Driver also requires the ability to assist with shipping and receiving functions.

### **Essential Duties and Responsibilities**

- Delivers perishable and durable supplies and equipment from a central service food production facility and warehouse to the school sites of multiple districts, according to assigned routes and schedules. Loads and unloads perishable food items and inventoried supplies, and other equipment and reloads empty carts as needed.
- Delivers packages to various sites and processes delivery paper work, including purchase orders and signed delivery slips. Prepares shipments for distribution from the warehouse.
- Inspects delivery vehicles for safety and servicing compliance. Reports problems that may affect safety.
- Unloads, checks, and shelves incoming materials, equipment and supplies. Receives merchandise and unloads trucks using forklift and/or hand truck. Lighter loads can be hand carried.
- Inspects incoming stock for conformity to purchase orders and reports shortages, damages or spoilage, and other discrepancies.
- Maintains and records daily HAACP information (time and temperature) on food products.
- Prepares delivery orders. May pick up various items from locations including mail, excess supplies, and reusable equipment.
- Assists in the maintenance of stock records and in inventory counts.
- Maintains vehicles and warehousing areas in a safe and orderly condition.

*Performs duties typical of utility worker and custodian during school vacation periods/off calendar days, as directed by immediate supervisor or designee. Any work routinely and customarily performed by drivers shall be first offered to employees of that classification.*

- Performs other duties as assigned that support the overall objective of the position.
- Fuels vehicle and maintains fuel log.

## **Qualifications**

### ▪ **Knowledge and Skills**

The position requires basic knowledge of the policies, procedures and practices used for receipt, storage and retrieval of equipment, supplies and materials at the central supply and/or food service warehouse. Requires organizational and time management skills to meet daily schedule requirements. Requires knowledge of safety rules and regulations.

### ▪ **Abilities**

Requires the ability to perform the duties of the position effectively and efficiently. Requires the ability to maintain stock inventory control records. Must be able to fill orders accurately from requisitions. Must be able to obtain a certificate and operate a forklift, pallet jack and delivery vehicle safely and efficiently, within a reasonable time. Must be able to meet required schedules for delivery of food, supplies or equipment to sites. Requires the ability to perform manual labor, including lifting, carrying, and moving heavy equipment and supplies. Requires communication skills sufficient to interact with peers within the immediate work group, other staff and outside delivery staff or vendors in a manner reflecting positively on the Department and the District. Ability to be insured.

### ▪ **Physical Abilities**

Requires the ability to stand, walk, and manipulate (lift, carry, move) medium to heavy weights of 50 – 75 pounds. May stoop, kneel and crouch. Requires leg and foot dexterity to operate vehicle gas, brakes and clutch while driving. Requires good hand-eye coordination, arm hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words.

### ▪ **Education and Experience**

The position requires High School level reading and writing abilities, or the equivalent which is sufficient to carrying out all required duties of the position and to read and understand safety regulations and related information required. Requires a minimum of 1 year general warehouse and delivery experience.

### ▪ **Licenses and Certificates**

Requires a valid Driver's License. Requires current forklift certificate (provided as part of the Agency's training).

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