



**CLASS TITLE: CHILD NUTRITION SERVICES  
DELIVERY DRIVER  
UNIT 2**

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**BASIC FUNCTION:**

Under the direction of the Director of Child Nutrition Services, participate in a variety of food service distribution functions; drive a vehicle to various locations to pick up and deliver food items and supplies.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Participate in a variety of food service distribution functions; load and unload shipments of food items and supplies such as hot and cold carts and frozen, canned and dry goods; fill and process daily food service orders; assure proper and timely distribution of food items and supplies.

Drive a 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.

Place food items in racks, coolers or freezers as required; assure proper temperature of food items; rotate perishable and nonperishable inventory as needed; assure food shipments are not spoiled or damaged; assure distribution activities comply with safety and sanitation requirements.

Operate a variety of standard warehouse and delivery equipment including food carts, forklifts, pallet jacks, hand trucks, two-way radios and dollies.

Pick up and deliver mailings and collected monies according to established procedures as required.

Maintain a variety of records related to food items, supplies, orders, inventory, temperature, monies and assigned activities.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Perform periodic vehicle safety inspections; check and replenish air and fluid levels as appropriate; wash delivery vehicle as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

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

Proper loading and unloading of trucks.

Operation of a truck, forklift, pallet jack, dolly, hand truck and other warehouse equipment.

Sanitation and safety practices related to handling and transporting food.

Oral and written communication skills.



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Interpersonal skills using tact, patience and courtesy.  
Proper lifting techniques.  
Health and safety regulations.

**ABILITY TO:**

Participate in a variety of food service distribution functions.  
Drive a vehicle to various locations to pick up and deliver food items and supplies.  
Assist in filling and processing daily food service orders.  
Load and unload shipments of food items and supplies.  
Follow and assure compliance with health and sanitation requirements.  
Operate a truck, forklift, pallet jack, dolly, hand truck and other warehouse equipment.  
Observe legal and defensive driving practices.  
Communicate effectively both orally and in writing.  
Meet schedules and time lines.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain various records related to work performed.  
Observe health and safety regulations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Valid and appropriate Food Handler's certificate.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.  
Regular exposure to fumes, dust and odors.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate various warehouse 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.

**HAZARDS:**

Driving a vehicle during adverse weather conditions.  
Working around and with machinery having moving parts.