



Flour Bluff Independent School District Job Description

JOB TITLE: Central Kitchen Truck Driver/Storeroom Helper

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 179

REPORTS TO: Central Kitchen Warehouse Manager

DATE REVISED: 12/06

PRIMARY PURPOSE:

- The role of the Central Kitchen Truck Driver/Storeroom Helper is to load and transport food carts and supplies to and from Central Kitchen and to help receive, inspect, store and distribute all foods and supplies in a School Nutrition Program in accordance with regulatory agencies and administrative guidelines.

QUALIFICATIONS:

- A high school diploma or equivalent is desirable. Sufficient education to have basic skills in reading and arithmetic is required.
- Completion of the two-hour food Sanitation Training Course conducted by the County Health Department is required
- Other classes on sanitation and safety are desirable
- Previous experience in light truck driving is desirable
- A valid Texas Driver's License is required
- This position subject to random drug-testing

MAJOR RESPONSIBILITIES AND DUTIES:

1. Loads food carts and supplies on the food truck for delivery to the satellite cafeterias and Central Kitchen and assists in unloading food and supplies at each designated area.
2. Drives food truck around the campus in a safe manner.

3. Maintains the truck in good operating condition by keeping it filled with gas, etc. and notifying the School Nutrition Director of needed mechanical repairs.
4. Maintains cleanliness of truck bed and cab.
5. Assumes responsibility for the safe and sanitary transportation of food and supplies in the food truck.
6. Applies and maintains high standards of safety and sanitation.
7. Helps with the safe and sanitary storage of all foods and supplies in the Central Kitchen.
8. Helps issue and distribute foods and supplies as directed.
9. Helps maintain cleanliness of storerooms, freezers, and refrigerators.
10. Work effectively with other employees and delivery persons.
11. Works within a complex structure of regulations and time schedules.
12. Maintains good working communications with co-workers and other staff members.
13. Maintains good attitude in difficult situations.
14. Helps maintain cohesiveness among employees.
15. Performs duties in a timely and organized manner.
16. Projects a professional image through demeanor and dress.
17. Complies with Food Service Department policies and procedures.
18. Complies with policies and procedures as outlined in employee handbook and addendum.
19. Maintains regular and reliable attendance.
20. Adheres to proper channels when communicating ideas, problems, etc.
21. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals; district vehicle

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (up to 50 pounds)

Environment:

May work prolonged or irregular hours, frequent districtwide travel

Mental Demands:

Work with frequent interruptions, maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.

