



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **TRUCK DRIVER – FOOD SERVICE**

- QUALIFICATIONS:**
1. High School Diploma or Equivalent
 2. Must possess a legal driver's license and meet state/local requirements for vehicle operators
 3. Warm and understanding attitude toward children
 4. Communicate effectively and maintain cordial relationships with food service employees and all other district staff members
 5. Ability to read and write English
 6. Ability to follow oral and written instructions
 7. Ability to reach, bend, stoop, wipe, push, pull and perform repetitive motions
 8. The physical ability to lift and carry items weighing up to 50 pounds up and down stairs 100% of the time.
 9. Ability to do mathematical calculations
 10. Must be clean and neat in appearance, following uniform policies set forth by the School District and local Health Officials
 11. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

REPORTS TO: Directly responsible to the Food Service Director

JOB GOAL: To provide safe transport of goods to preparation sites and service locations, and ensure compliance with district, state, and federal regulations.

PERFORMANCE RESPONSIBILITIES:

1. Shall perform in accordance with the negotiated agreement between the Board of Education and the Teamster's Local No. 97
2. Represents the department in a courteous, efficient, and friendly manner in all customer and employee interactions
3. Adheres to sanitation and safety standards in compliance with Health Department, HACCP, and Bio-Security policies
4. Maintain a clean and sanitary service vehicle; communicate vehicle problems to Food Service Director and Transportation Department
5. Responsible for delivery and pick up of food and supplies to schools by designated time
6. Responsible for delivery, set up, and retrieval of special event orders as assigned
7. Responsible for the compilation of daily food orders and paperwork from Kitchen Leads
8. Responsible for transporting district deposits in a safe and secure manner
9. Assist in ordering, receiving and inventorying supplies as necessary
10. Maintains required forms as assigned
11. Must attend scheduled meetings and trainings relative to job responsibilities
12. Shall perform other duties as assigned by the Food Service Director consistent with this job description.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board.

EVALUATION:

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board DATE: February 21, 2012

REVISED: _____