
TITLE: CAFETERIA DRIVER

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, follow 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: Food Service Director; Superintendent and or his/her designee

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. Represents the department in a courteous, efficient, and friendly manner in all customer and employee interactions.
2. Adheres to sanitation and safety standards in compliance with Health Department, HACCP, and Bio-Security policies.
3. Maintain a clean and sanitary service vehicle; communicate vehicle problems to Food Service Director and Transportation Department.
4. Responsible for delivery and pick up of food and supplies to schools by designated time.
5. Responsible for delivery, set-up, and retrieval of special event orders as assigned.
6. Responsible for the compilation of daily food orders and paperwork from Lead Workers.
7. Responsible for transporting district deposits in a safe and secure manner.

CAFETERIA DRIVER (Continued)

8. Assist in ordering, receiving and inventorying supplies as necessary.
9. Maintains required forms as assigned.
10. Must attend scheduled meetings and trainings relative to job responsibilities.
11. Shall perform other duties as assigned by the Food Service Director consistent with this job description.
12. Perform any other tasks assigned by the, Superintendent and or his/her designee, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Employed on a 10 or 12 Month basis, based on district needs.

Adopted by: Toms River Regional Schools

Date: 3/16/2016

Revision: 8/27/2019

Revision:

04/27/2022