

Zachary Community School Board

Position Description

TITLE: Truck Driver, Child Nutrition Program

REPORTS TO: Child Nutrition Program Manager

GENERAL RESPONSIBILITIES:

The CNP Truck Driver is responsible for the safe and timely transportation of food/supplies/small equipment to/from schools and to/from the CNP Warehouse and schools. The truck driver's job is to drive, load and unload the truck. Make deliveries, pick-ups, and perform other duties as requested by the Manager.

PERFORMANCE RESPONSIBILITIES:

- Load into truck prepared food in transport carriers, shipments of supplies, cases of food commodities, etc.
- Deliver material via CNP delivery truck, cooperate with school personnel in correct placement of materials, and obtain authorized signature from school for their receipt within a specified timeframe.
- Be patient and courteous at all times when working with the CNP employees and Administrative Staff.
- Drive assigned routes in a timely and safe manner.
- Drive delivery truck and coordinate the maintenance and repairs of this equipment with the Warehouse Supervisor.
- Comply with preventive maintenance program for truck.
- Keep the truck clean.
- Perform pre/post trip inspections of truck at the beginning and end of day.
- Abide by all traffic regulations and laws.
- Attend safety and in-service training meetings scheduled by CNP Manager or Administration.
- Properly notify appropriate personnel when it is necessary to be off the truck.
- Utilize a short wave radio to communicate with the CNP Manager and Warehouse Supervisor.
- Make recommendations to supervisor of unsafe stops and other unsafe conditions.
- Make a conscientious effort to make delivery of food and supplies accurately as instructed.
- Perform duties at the school, if time permits, as assigned by the Manager.

ESSENTIAL FUNCTIONS:

Minimum requirement as identified by the Americans with Disabilities Act.

COMMUNICATION SKILLS:

The CNP Truck Driver must be able to communicate in English both orally and in writing. Must be able to communicate successfully with school personnel and the public.

DRESS REQUIREMENT:

- Wears approved uniform of the day that is clean, neat, and free of rips, tears, discoloration, and stains. Scrubs are Landau brand with Zachary Logo on shirt. Colors rotate by the day of week as follows:
- Monday – Royal Blue
- Tuesday – Hunter Green
- Wednesday – Burgundy
- Thursday – Purple
- Friday – May wear Khaki scrubs with Zachary logo on shirt or Spirit Day wear, including approved spirit shirt, jeans that are full length, no capris, no rips, no tears, no discoloration or stains, no chains or studs.
- Wears closed-toe, skid resistant shoes with stockings or socks.
- Keeps fingernails short and free of polish and no false nails while on duty.
- Wears hair restraint during food preparation and serving.
- Jewelry restricted to a smooth wedding band and watch. No pins / earrings, etc.

EQUIPMENT USED:

Delivery truck with lift, and hand truck.

PHYSICAL/VISUAL INVOLVEMENT:

Standing, sitting, walking, reaching, bending, and lifting as required. Must be able to lift 50 pounds without assistance. Must be able to travel to various locations as required. Must be in good physical condition with sufficient strength to do heavy lifting and carrying.

MENTAL INVOLVEMENT:

Must possess sufficient interpersonal skills to function compatibly with others. Must respond positively to supervision and to accept suggestions for improvement.

HUMAN RELATIONS:

Must have the ability to work under the pressure of deadlines, interruptions, and the ability to deal with other employees in such a way as to maintain their goodwill. Must be able to respond appropriately to supervision and accept recommendations. Must demonstrate sensitivity/understanding in interpersonal relations with persons of diverse cultures/backgrounds.

QUALIFICATIONS:

Must be at least twenty-one years of age and in good mental and physical health. Must be able to pass a drug/alcohol screening test. High school graduate or someone who can read, write, work and understand mathematics and converse intelligently is acceptable. Ability to perform oral and/or written instructions, have physical ability to perform heavy manual labor. Must be courteous and neat in appearance. Must possess and carry on person, a valid Louisiana *Chauffeur's License *Glass D. Must provide for telephone communication at home and at other place of employment if applicable. Must possess ability to make sound decisions and use good judgment. Must wear clean and appropriate uniform as required by the SFS Office.

*Recommend changing wording from `Chauffeur's' License `Class D' to read
"Louisiana Driver's License": NLM 10/28/03

TERMS OF EMPLOYMENT:

9 month employee

SALARY:

School Food Service Salary Schedule FS-8200.

EVALUATION:

This position shall be evaluated in accordance with the Zachary Community School Board
Personnel Accountability Plan.

Signature

Date

Print Name