

## **CUSTODIAN/DRIVER**

### **DEFINITION**

Under general supervision, the Custodian/Driver drives a delivery truck to deliver food, equipment and food service supplies to school sites and departments. This position requires the incumbent to perform a variety of custodial work in the cleaning and maintenance of the Central Kitchen.

### **ESSENTIAL FUNCTIONS**

- Drive a delivery truck for the purpose of delivering food, equipment and food service supplies to assigned school sites and departments according to established schedule in a timely manner
- Load and offload food, equipment and supplies
- Operate a forklift, scissor lift and floor machine
- Place food items in racks, coolers and freezers
- Assure distribution activities comply with safety and sanitation requirements
- Clean and sanitize kitchens, freezers and refrigerators
- Receive food stuffs, equipment and supplies delivered
- Verify temperatures and best by/expiration dates of food inventory
- Assist in inspecting shipments for conformity to purchase order, noting and report discrepancies.
- Shelf, store and rotate supplies and assist with inventories
- Maintain shelves and goods in a clean and orderly condition
- Maintain the Nutrition Services truck in a clean and sanitary condition
- Secure the Central Kitchen in the afternoon
- Clean and sanitize kitchens, freezers and refrigerators
- Wash, scrub and disinfect restrooms
- Sweep floors, carpet, steps, walks and dock area as assigned
- Scrub tile floors in preparation areas
- Report safety, sanitary and fire hazards
- Understand and follow written and oral direction
- Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work
- Communicates with personnel to exchange information, coordinate activities and resolve issues and concerns
- Participate in District in-service training as required
- Utilize and promote the 40 Developmental Assets
- Perform other duties as assigned

### **QUALIFICATIONS**

Knowledge of:

- Safe working practices and procedures
- Traffic laws, defensive driving techniques and rules of the road
- Cleaning methods, materials and equipment
- Vehicle operation and routine maintenance
- Proper methods of storage of materials
- Proper methods for lifting and doing heavy manual work
- Safe work practices
- Standard office practices, procedures and techniques
- Proper English, grammar, spelling, punctuation and arithmetic
- The 40 Developmental Assets

Ability to:

- Provide a clear DMV printout at time of application
- Obtain and provide the District with a complete Department of Motor Vehicles (DMV) Vehicle/Vessel Registration (VR) Information Record upon request
- Complete a DMV Employer Pull Program - Authorization for Release of Driver
- Operate an automobile or van, observing legal and defensive driving practices
- Learn a designated delivery route
- Perform a full range of custodial tasks.
- Learn and adhere to work schedule quickly
- Use common electrical cleaning equipment
- Learn the special storage requirements of food and supplies used in the District
- Wear District provided uniform
- Maintain consistent, punctual and regular attendance
- Use good judgment in the application of District and school policies
- Accept change positively and support new methodologies
- Demonstrate tact, diplomacy and good judgment
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand and carry out handwritten/typed documents and directions
- Relate effectively with racially and ethnically diverse staff, students and community members
- Follow District, state and federal rules, policies, regulations and laws
- Meet rigorous timelines and schedules
- Work effectively as a member of a team
- Speak Spanish (desirable)

EDUCATION (degrees, licenses, certificates)

- High School Diploma or General Education Diploma (GED)
- Possession of a valid and appropriate California driver's license; have minimum required insurance coverage as mandated by the state of California for operation of a vehicle
- Forklift certificate (must be able to obtain within 30 days of employment)

EXPERIENCE

- Minimum six months experience performing custodial work and some experience in the operation of a delivery truck and forklift

WORKING CONDITIONS

Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment; constant interruptions
- Outdoor environment; drive a District or personal vehicle to conduct work, visit school sites, travel to other organizations and companies, meetings and workshops

Physical Abilities:

- Pre-employment physical
- Hearing and speaking to communicate within normal range (approximately 60 decibels), give directives to small or large groups of people and exchange information in person and on the telephone
- Read printed material and computer screens
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Ability to lift and carry up to 75 pounds with frequent lifting of 50 pounds or more
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee

- Ability to sit for extended periods of time, stand, stoop, bend, climb and walk
- Ability to climb a ladder for purposes of inspection when necessary
- Ability to work in a wide range of weather conditions
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies

EQUAL OPPORTUNITY EMPLOYER

Revised 12/19/2018

Board Approved 02/14/1984,