

NORTH KITSAP SCHOOL DISTRICT

JOB DESCRIPTION

Food & Nutrition Services ~ Courier/Storeroom Clerk

Purpose of the Job

This position performs a variety of duties that involves the transportation of food, supplies, equipment, and school district money deposits between the central kitchen and designated schools.

Essential Job Functions

1. Operates delivery vehicle for the purpose of transporting food supplies and monies according to established policy and procedures.
2. Maintain interior and exterior cleanliness of assigned vehicle; sweeping dusting and washing of vehicle.
3. Operate a vehicle in accordance with the laws of Washington State and District policy and procedures.
4. Wear appropriate attire to comply with District and Department policy.
5. Responsible for ensuring scheduled vehicle maintenance on trucks and or vans.
6. Attends relevant training classes, workshops, and meetings as required.
7. Maintain and complete legible accurate forms, records, timesheets, accidents reports, and startup check sheets.
8. Performs other duties and responsibilities as assigned by the Food Service Director or her/his designee.

Qualifications:

Education & Experience:

1. High School graduate or equivalent.
2. Minimum of two years private driving experience.
3. One - year truck or van driving experience preferred.
4. One - year experience with receiving/stocking preferred.

Knowledge, Skills & Abilities:

5. Ability to lift 50 pounds repetitively during a work shift.
6. Ability to work cooperatively with district employees and the community.
7. Must be capable to install snow chains under a variety of conditions without assistance.
8. Knowledge of methods and practices of handling supplies and materials safely.

Licenses, Certificates & Special Requirements:

9. Minimum age 21.
10. A valid Washington State driver's license.
11. A valid Washington State Food handlers permit.
12. Meet physical and mental standards necessary to perform duty and responsibilities of a courier and storeroom clerk as required by State and District policies and procedures.

Reporting Relationship:

Reports to the Director of Nutrition Services or designee.

Conditions of work:

Union Affiliation:

SEIU

Job #

FLSA Status:

Non-Exempt

Job History:

Created: 3/1/07

Wage Range:

SEIU

Immediate Supervisor Date

Assist. Superintendent of HR & Operations Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice