

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Job Title _____ Truck Delivery Helper, School Foods
Supervisor's Title _____ Truck Driver, School Foods
Date Prepared _____ **Date Reviewed** _____ **Date Reviewed** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____ **GCEA Review** _____
Dpt Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____
Job Location _____ **Lane** _____
Implementation Date _____ **ADA Review** _____
_____ **Job Summary**

Assists truck drivers in loading, transporting and handling materials, merchandise, milk and equipment to the various schools. Assists in preparing food for production and transportation.

Essential Functions

Helps load and unload trucks (food, supplies, milk, empty containers, racks, garbage, etc.). Assists Driver in movement of vehicle (backing, blind spots) to ensure safety of school children. Helps pack food and other items for loading onto trucks. Helps maintain and clean trucks. Dips measures and pulls food from ovens and kettles in central kitchen. Loads potbellies into vacuums. Helps in summer and periodic maintenance and repair work. Assists in inventory.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

The truck helper must understand the picking, packing, transporting and general use of kitchen utensils, power and hand cleaning equipment, cleaning supplies, ovens, steam trays, ladders, scaffolds, perishable and non-perishable foods, office supplies, large kettles, hand tools, electrical appliances, vehicle lift gates, pallet jacks, etc. Must work well with others and possess basic ability in oral and written communication and basic mathematics.

Minimum Entrance Requirements for Training

Requires high school diploma or equivalent. Must be able to successfully complete two weeks of in-house orientation and training.

Minimum Entrance Requirements for Prior Experience

No prior experience is required. Helpers must be able to demonstrate dependability, have high integrity and good physical ability.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Most decisions are made by others, Takes some initiative in performing tasks that are unscheduled responsibilities (care for equipment used, kitchen duties, safety practices, etc.). Uses judgement when using power tailgates for safe operation.

Interaction with Others (Non-Supervisory)

Interacts with school and district personnel in making deliveries. May interact with others as deliveries and pickups are made.

Supervision

N/A

Working Environment

Work is physical in nature with incumbent experiencing heat, cold, dirt, dust and noise. Daily use of power tail gate is a hazard. Must assist in meeting frequent delivery deadlines.

Physical Demand Characteristics

Items requiring movement are usually under 130 lbs.