

**GRANITE SCHOOL DISTRICT**  
**Classified Employee Job Description**

Title Transportation Manager School Foods  
Supervisor's Title Marriott Employee  
Date Prepared 3/99 Date Reviewed \_\_\_\_\_ Date Reviewed \_\_\_\_\_  
Employee/Incumbent Review    Immediate Supervisor Review    GCEA Review     
Dept Aprvl \_\_\_\_\_ HRM Aprvl \_\_\_\_\_ Superintendent Aprvl \_\_\_\_\_  
Location \_\_\_\_\_ Lane \_\_\_\_\_  
Implementation Date \_\_\_\_\_ ADA Review \_\_\_\_\_  

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**Job Summary**

The Transportation Director for the school lunch program ensures the timely delivery of food to the various school. It is also responsible for the trucks being kept in good running condition.

**Essential Functions**

Inspects all trucks and insures that they are in good operating order, clean, sanitary, services and properly maintained. Supervises drivers and helpers (about 11 each) and sees that each driver has a helper. Sees that there is a good relationship between transportation and production, and recommends people for promotion, disciplinary action or discharge. Sees that all call ins for shortages are taken care of which may mean filling in as a driver at times. Sees that all deliveries go out on schedule. Functions as a driver's helper when required by absenteeism. Makes arrangement for equipment repair.

**Non-Essential Functions**

Occasional other duties as assigned (within skill level).

**Required Knowledge, Skill and Ability**

Must have a valid chauffer's license. Must have ability to organize and motivate people. Must pay constant attention to good public relations.

**Minimum Entrance Requirements for Training**

High school diploma or equivalent.

**Minimum Entrance Requirements for Prior Experience**

6 months on the job experience with demonstrated competence.

**Decision Making Authority**

The Transportation Manager has a fairly substantial responsibility for materials,

equipment, building, etc., and is held accountable for performances in this area of responsibility. Further responsibility for the safety of others is necessitated in this position of Transportation Manager. This job requires some public relations responsibility.

### **Interaction with Others (Non-Supervisory)**

Works with school administration, central kitchen staff, serving kitchen staff, and other district personnel.

### **Supervision**

The Transportation Manager must have fairly substantial ability to decide what should be done and who does it for approximately 22 persons under direct supervision. The Transportation Manager must remain accountable to superior(s) for planning and coordination of the activities of those personnel assigned must be made.

### **Working Environment**

The Transportation Manager works regularly under normal working conditions. However, may be required to work in conditions subject to heat, noise, cold, and high humidity. Considerable pressure to meet food preparation deadlines.

### **Physical Demand Characteristics**

Normally there is no significant amount of physical exertion required. Occasionally moves objects that weigh up to 130 pounds.