

INDIANA AREA SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: Food Service Driver/Custodian

DATE: August 2012

ORGANIZATIONAL RELATIONSHIP:

Reports to: Food Service Director/Supervisor of Building & Grounds

STATEMENT OF POSITION:

Food Service Director during the months when school is in session and Supervisor of Buildings & Grounds during the summer months to perform the duties listed below.

JOB DUTIES AND RESPONSIBILITIES:

- Possess, and maintain at all times, a valid Pennsylvania driver's license and be eligible to be bonded. Operate a delivery truck in accordance with the motor vehicle regulations of the Commonwealth of Pennsylvania.
- Deliver food and supplies as requested by managers and daily menu/catering demands to various locations.
- Receive and deliver monies to the bank for deposit.
- Perform cleaning and minor preventive maintenance of the delivery truck, such as maintaining proper fuel and oil levels, tire pressure, etc.
- Report to supervisor immediately all conditions of an emergency, unsafe or unusual nature to the vehicle.
- Take necessary precautions to safeguard the truck and its contents at all times.
- Receive and check-in deliveries as required. See that deliveries are put in their proper location.
- Perform routine cleaning duties in areas to which assigned, checking with the Food Service Director on non-class days. Duties to include but not limited to: sweeping, mopping, dusting, scrubbing, waxing, polishing, washing and vacuuming. Perform light maintenance work and make minor repairs to building and equipment.
- Help to unload and move furniture, books and supplies.
- Shovel snow, mow grass, trim shrubs, and sweep walks.
- Clean and sanitize rest rooms and locker facilities.
- Secure building, close and lock windows and doors and turn out lights.
- Protect the interests of the district at all times and especially when outside groups are using school facilities.
- Operate and care for heating and ventilating systems, vacuum cleaners, scrubbing, polishing and waxing machines, mowers and such other equipment as is necessary to the performance of the job.
- This position requires standing or walking for extended periods of time, frequent bending, stooping, twisting, reaching and grasping and frequent carrying (up to 75 lbs.).
- Requires ability to work in all elements.
- Follow written and/or verbal directions.

- Ability to complete assigned tasks with minimal supervision.
- Read, write and do simple computation.
- Use of independent judgment.
- Such other duties as assigned from time to time.

PERSONAL QUALIFICATIONS:

- Demonstrate respect, fairness and kindness in all interactions with students, parents and colleagues.
- Demonstrate adequate academic skills in reading, mathematics and written expression.
- Demonstrate a positive attitude and initiative in meeting student and program needs and follow proper channels in making suggestions and initiating activities.
- Work cooperatively with other personnel.
- Demonstrate reliability in attendance and punctuality.

EDUCATION AND REQUIRED SKILLS:

High School Diploma minimum.