

ZANESVILLE CITY SCHOOL DISTRICT  
**JOB DESCRIPTION**

<b>TITLE:</b>	<b>FOOD SERVICES DELIVERY DRIVER / CUSTODIAN</b>	<b>REPORTS TO:</b>	Food Services Supervisor and Custodial / Maintenance Supervisor
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**TRAINING QUALIFICATIONS**

- High school diploma or GED equivalency
- Demonstrated aptitude for successful performance of assigned duties and responsibilities
- Valid drivers license
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REQUIRED SKILLS AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

**JOB GOAL** To deliver food service supplies and perform custodial tasks as assigned

**WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS** The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 80 pounds

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:  
 Revision date:

POSITION NO. 4.43

PSAA UNION STATUS: Exempt

DUTIES AND RESPONSIBILITIES

1. Delivers food and supplies to assigned and, at times, unassigned designated buildings according to established time schedule
2. Assists with placing new stock on shelves, walk-in freezer and/or storeroom and rotate stock as needed at central kitchen on delivery days
3. Assists head cook at central kitchen with variable tasks whenever time is available
4. Checks mechanical condition and makes sure food service vehicle is clean on a daily basis during school year
5. Arranges for servicing and repair of food service vehicle as needed
6. Performs custodial duties as assigned by the food services supervisor on days when school is not in session
7. Cleans all kitchens in the summer. Cleaning includes: hood cleaning, power wash all kitchen floors, including walk-ins, freezer, storeroom, etc., clean all equipment compressors and any other tasks assigned by the food services supervisor
8. Performs general maintenance cleaning in kitchens, as well as cleaning all equipment compressors to maintain a kitchen maintenance schedule when school is not in session
9. Performs other tasks assigned by the supervisor on an as needed basis

TERMS OF EMPLOYMENT	260 contract days
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