

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	School Nutrition Professional, Driver
Department:	Cafeteria Services
Reports to:	Kitchen Coordinator
Supervises:	N/A

Description of job:
<p>Essential Functions:</p> <ol style="list-style-type: none"> 1. Responsible for work activities listed in the School Nutrition Professional job if required. 2. Pick up and delivery of food and supplies at various school locations. 3. Collection and delivery of monies from various school sites to the high school and the bank. 4. Responsible for maintaining cleanliness and proper care of vehicle and daily security of vehicle. 5. Food storage area of truck must be washed at least once a week 6. Notify supervisor of any mechanical problems in vehicle. 7. Responsible for obeying federal, state and local traffic laws. 8. Responsible for securing all kitchen equipment and kitchen areas before leaving the kitchen premises daily. 9. Performs any other related work as required by Cook, School Nutrition Professional- Kitchen Coordinator and/or Food Service Manager.

Protective Personal Equipment:	Gloves, hair restraints, slip resistant shoes and aprons				
Classification:	Sedentary:	Light:	Medium:	Heavy:	Very Heavy: X

Classification Key:
Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None:	Manual:	Automatic: X
------------------------------	-------	---------	--------------

Work Environment			
Floor Surface:	Poured rubber surface or tile		
Inside:	Up to 35%	Outside:	Up to 65%
Lighting:	Incandescent or fluorescent		
Vibration:	Potentially when driving over bumps in vehicle		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 80 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.				X		
10 – 20 lbs.				X		
20 – 35 lbs.				X		
35 – 80 lbs.			X			

North Kingstown School Department

CARRYING

Maximum weight carried: up to 80 lbs.

WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.				X		
10 – 20 lbs.				X		
20 – 35 lbs.				X		
35 – 80 lbs.			X			

PUSHING/PULLING

Maximum push/pull: 80 lbs.

WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.			X			
20 – 35 lbs.			X			
35 – 80 lbs.			X			

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing			X		
Walking			X		
Bending			X		
Twisting			X		
Crawling		X			
Kneeling		X			
Squatting			X		
Climbing		X			
Reaching – Vertical			X		
Reaching – Horizontal			X		
Grasping			X		
Pinching	X				
Manual Dexterity			X		
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

North Kingstown School Department

Education and/or Experience:

1. Knowledge of general kitchen work. Ability to lift heavy objects.
2. Record of successful performance of the tasks listed above through education or through allied employment
3. Good/clean driving record

License/Certificate/Certification:

1. Must possess a valid driver's license

Technological and/or Technical Skills:

Basic computer knowledge.

Communication Skills:

Ability to communicate effectively with all levels, including administration, staff and peers and students.

Planning Skills:

Ability to prioritize needs and respond to requests in a timely organized fashion.

Interpersonal and Problem solving skills:

Ability to interact with staff in a professional respectful and positive manner. Ability to effectively handle issues utilizing a personable problem solving approach.

Terms of Employment:

Per North Kingstown Educational Support Professionals Contract

Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Support Professionals Contract.

Date: 1/2016