

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Part-Time Food Service Driver

Supervisor: Director of Food Service

FLSA Status: Non-Exempt

Employee Group: Custodial/Property Services

Qualifications:

1. High School diploma or equivalent
2. Possess a valid Driver's License
3. Possess knowledge of the care of motorized vehicle
4. Must be physically able to perform efficiently the duties of the positions with or without accommodations
5. Ability to read, write reports, and basic mathematical computations
6. Physically able to lift object weight in up to fifty (50) lbs, with or without accommodations

Terms of Employment:

- Nine (9) month contract
- Part Time Contract

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Deliver and pick up food and supplies to all buildings.
2. Receive product deliveries.
3. Verify discrepancies against invoices.
4. Maintain storage of inventory to maintain product quality.
5. Mop kitchen floors and assist with disposal of garbage and recyclables daily.
6. Complete safety inspections of food service vehicle on a regular basis.
7. Maintain food service equipment as necessary.
8. Adhere to designated building security procedures.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.