

**CABELL COUNTY PUBLIC SCHOOLS  
JOB DESCRIPTION**

**Position Title:** Truck Driver/General Maintenance/Handyman

**Reports To:** Maintenance Coordinator and Director of Food Services

**Employment Term:** 200 Days

**Salary Schedule:** D-10

**Minimum Education, Knowledge, Skills or Abilities Required:**

1. High School Diploma or GED
2. Possess a valid West Virginia Class A CDL Certification
3. Physically and mentally alert
4. Ability to read, write, compute and communicate. Must be able to maintain records, stock tickets, invoices, checks and a daily inventory.
5. Demonstrated positive work habits such as: Good attendance, promptness, good hygiene, dependability, and cooperativeness.
6. Ability to work as member of team and to get along with others.
7. Ability to operate fork lift and pallet jack after appropriate training.
8. Must be willing to obtain a Food Handlers Certificate.

**Minimum Physical Requirements:**

1. Able to lift tools, equipment, materials, etc., which weigh up to 45 lbs. constantly and 45-100 lbs. frequently.
2. Ability to work in unusual or extreme elements; such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
3. Ability to move equipment with extensive climbing, balancing, stooping, bending, squatting and working in confined conditions.
4. Must be able to work at various heights.
5. Frequent driving from site to site.
6. Must be available to assist with equipment and/or food storage emergencies on weekends or evenings.
7. Ability to stand or walk for a minimum of 8 hours a day.

**Duties and Responsibilities:**

1. Make deliveries of supplies, equipment, and/or donated foods.
2. Follow a systematic schedule for pickup and delivery of supplies.
3. Uses good judgement in the storage of dried, canned and frozen foods.
4. Maintains files for delivery tickets, invoices and purchase orders.
5. Maintains cleanliness of storage areas and delivery truck.
6. Provides proper care, security, storage, and maintenance of supplies and equipment.
7. Safely operates truck, hydraulic lifts, pallet jacks, and fork lifts.
8. Assist with any other jobs within the Department of Operations as assigned by supervisor.

*Revised 08/21/18*