

Cabell County Public Schools
Job Description

Position: Truck Driver/General Maintenance/Handyman
Assigned/Reports to: Director of Food Service/Director of Buildings & Grounds/ Coordinator of Maintenance
Salary Schedule: D-10
Employment Term: 261 Days

Minimum Education, Knowledge, Skills or Abilities Required:

1. High School Diploma or satisfactory completion of the GED test.
2. Possess a valid Class A Commercial Driver's License with a safe driving record.
3. Physically and mentally alert
4. Ability to read, write, compute and communicate. Must be able to maintain records, temperature charts, 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.

Minimum Physical Requirements

1. Must be able to lift cases of food which weigh between 40-50 pounds frequently.
2. Must be able to push/pull hand carts with weights of up to 400 lbs.
3. Ability to work in unusual or extreme elements; such as extreme temperatures, dirt, dust, smoke, fumes, unpleasant odors, and/or loud noises.
4. Ability to move equipment with extensive climbing, balancing, stooping, bending, squatting and working in confined conditions.
5. Must be able to work at various heights and work safely from a ladder.
6. Frequent driving from site to site.
7. Must be available to assist with equipment and/or food storage emergencies on weekends or evenings.

Typical 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 judgment in the storage of dried, canned and frozen foods.
4. Maintains files for delivery tickets, invoices and purchase orders.
5. Assists school food personnel with requisitions and the return of excessive foods or outdated donated foods.
6. Possesses knowledge and understanding of pest control in food storage areas.
7. Maintains cleanliness of storage areas and delivery truck.
8. Provides proper care, security, storage, and maintenance of supplies and equipment.
9. Disposes of spoiled donated food according to county, state, and federal guidelines.
10. Safely operates truck, hydraulic lifts, pallet jacks, and forklifts.
11. Assist with any other jobs within the Department of Operations as assigned by supervisor.