



EMPLOYEE NAME: _____

Revised: 2/87; 4/88; 4/89; 3/93; 11/94; 5/95; 10/96; 2/97; 1/98; 9/04;
08/08; 07/10; 10/12; 6/16; 6/18

JOB DESCRIPTION

POSITION TITLE: Delivery Person, FNS	JOB CODE: 410A
DIVISION: Business Services	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Food and Nutrition Services	WORK DAYS: 258
REPORTS TO: Associate Director, Field Support, Food and Nutrition Services	PAY GRADE: Rank J (NW10)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Performs the physical movements of FNS food, supplies, and equipment to locations throughout the School District.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Possess and maintain a valid Georgia Commercial Driver's License
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities, ability to lift boxes and equipment/supplies weighing a maximum of 80 pounds; ability to climb out of box trucks numerous times a day. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions, and is frequently exposed to extreme cold and/or heat.
5.	Knowledge, Skills, & Abilities: Written and oral communication, basic computer skills competency

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Checks deliveries to be sure they meet food safety and sanitation standards according to HACCP guidelines.
3.	Retrieves and delivers FNS food, supplies, and equipment throughout the School District.
4.	Performs in-house FNS Warehouse functions as required for shipping, receiving, and storage of materials.
5.	Handles all paperwork pertaining to various FNS Warehouse transfers of products and materials.
6.	Operates and monitors the safe use and cleanliness of the vehicles assigned.
7.	Operates forklift and other warehouse equipment in moving of products for shipping, receiving, and storage.
8.	Maintains the cleanliness and appearance of FNS Warehouse facilities.
9.	Assists in inventory and accountability procedures.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____