

FOOD SERVICE COURIER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work performed under direct supervision requiring skill in the operation of a motor vehicle and responsibility for collection, transportation and delivery of food supplies within a school district. Non-courier duties include the maintenance of food storage areas and the cleaning of a motor vehicle. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Operates a motor vehicle;

Transports food inventory from central receiving to other locations within the school district;

Transports lunches from commissary to satellite locations;

Places milk, bread and other food service department deliveries in proper storage facility;

Maintains storage areas, freezer, and store room;

Cleans vehicle and delivers vehicle for scheduled maintenance and refueling;

Delivers bank deposits;

May assist in preparing food for delivery by portioning and packaging;

May assist in serving packaged food.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operation, maintenance and care of a motor vehicle; working knowledge of sanitary food handling and storage; ability to drive safely and skillfully; ability to lift deliveries up to fifty (50) pounds; ability to follow simple oral and written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; honesty; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J. C.: Non-competitive
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Job Class Code: S307