

## SCHOOL DELIVERY DRIVER

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the operation of a refrigerated box truck in transporting food, school equipment, supplies, and other products within various school districts. The work also involves loading, unloading, and carrying the supplies to be delivered. The work is performed under the general supervision of a senior level food services employee in accordance with established procedures. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Loads, unloads, and delivers food, supplies, equipment, and other products to various schools in Broome and/or Tioga Counties;  
Picks up requisitioned supplies and products from food hubs, farms, distributors, business and schools;  
Takes inventory of product when delivered and assists in the stock inventory of food supplies and paper products;  
Responsible for general cleanliness of assigned vehicle;  
Uses a computer and utilizes common office software programs and databases;  
Provides quality customer service.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the geography of Broome and/or Tioga Counties, including highways and country roads;  
Working knowledge of the proper safety procedures used in loading, unloading and carrying various types of products;  
Working knowledge of common software programs;  
Ability to physically load, unload and carry various types of products;  
Working knowledge of the methods of inventory control;  
Ability to safely operate a motor vehicle;  
Ability to understand and follow simple oral and written instructions;  
Ability to communicate effectively;  
Ability to form and maintain working relationships;  
Ability to operate a personal computer;  
Ability to perform routine manual tasks;  
Dependability;  
Timeliness.

**MINIMUM QUALIFICATIONS:** None

**SPECIAL REQUIREMENT:** Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.