

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Food Service Truck Driver / Service Center Custodian

EXEMPT: No

SALARY LEVEL: As Per Classified Policy - Cafeteria

LOCATION: Plymouth Community School Corp.

REPORTS TO: Director of Food Service / Director of Maintenance

LENGTH OF WORK: 6:30 a.m. to 3:00 p.m.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Assist and/or load food service trays onto food truck each morning during the school year.
2. Transport trays to school kitchens daily, adhering to a predetermined schedule and timetable of what time the truck will stop at each school.
3. Keep food and containers secure in transport.
4. Reverse route to pick up and return food trays, containers, etc. to high school kitchen.
5. Observe a 30-minute lunch break.
6. Keep food storage areas neat and clean. Food should be properly stored to comply with State Health and Federal regulation. (i.e., keep boxes off floor, etc.)
7. Store and stack food in appropriate locations determined by dietitian.
8. At the beginning and end of each food run, assist in removing dry and/or frozen foods from storage as needed by cooks to prepare meals.
9. During the summer, perform the following duties: wash all hoods and filters in the main kitchen.

SERVICE CENTER CUSTODIAN DUTIES

1. Vacuum carpets in office area each morning.
2. Clean restrooms as needed.
3. Clean conference room and transportation office as needed.
4. Service and fill humidifiers daily.
5. Sweep hard floors as needed. (maintenance parking area, etc.)
6. During the summer, perform the following outdoor duties: maintain yard, mow grass, trim bushes, and perform any other tasks which enhance the appearance of the building.

7. During the summer, perform the following indoor duties: maintain stock room, fill custodian orders, care for weekly cleaning of school dust mops, deliver A/V equipment for repair, stock coke machine, clean incinerator as needed.
8. Deliver custodial supplies to the schools as needed.
9. Shampoo carpets when needed.
10. Strip and wax tile floors when needed.
11. Deliver mail between schools and to post office.
12. Retain Public Passenger/Chauffeur License and be available to run occasional bus routes or extra-curricular runs.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license – CDL Class B

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to Directors, and other employees of the organization.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to operate all custodial cleaning equipment. Must possess a limited knowledge of mechanical functions. Employee must maintain a positive relationship with other staff, parents, and students.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb

or balance; stoop, kneel, crouch, or crawl; talk and hear. Employee must be able to climb in and out of bus frequently.

The employee must be able to lift and/or move 50 pounds repeatedly. Employee must be able to climb a 6', 12' and 14' ladder. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. Employee is required to work both indoors and outdoors. Employee is exposed to frequent vibration while driving School Corporation vehicles.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Twelve months per year. Salary and benefits as per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

Revised 1/19/01