FOOD SERVICE COURIER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the collection, transportation and delivery of food supplies and equipment within the Ithaca City School District. Food Service Couriers are also responsible for monitoring the operating condition of the vehicle and reporting mechanical defects to the supervisor. When not performing courier duties, the incumbent performs food service tasks including preparing and serving food in school cafeterias, cashiering, and cleaning kitchens, dining areas, equipment and utensils. The work is performed under the general supervision of a School Lunch Director or School Lunch Manager. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a light delivery truck in connection with the transport of school district food supplies and equipment between schools;
Checks operating condition of vehicle before starting a trip;
Reports any mechanical defects to immediate supervisor;
Cleans vehicle and delivers vehicle for scheduled maintenance and refueling;
Maintains simple records and prepares reports relating to duties;
When not involved in driving, prepares and serves food in school cafeterias;
When not involved in driving, performs cashiering duties in school cafeterias;
When not involved in driving, cleans kitchens, dining areas, equipment and utensils.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of the operation and care of light motor vehicles; working knowledge of safe driving practices and traffic laws and regulations; working knowledge of sanitary practices and procedures of food handling and storage; working knowledge of cleaning techniques and dishwashing methods; ability to drive safely and skillfully under all driving and road conditions; ability to lift deliveries with or without reasonable accommodation; ability to follow simple oral and written instructions; ability to communicate effectively as required in the performance of job duties; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT: Candidates must possess a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and must obtain a New York State Class B Commercial Driver License (CDL) or a valid Commercial Driver License equivalent to a New York State Class B Commercial Driver License within twelve (12) months of appointment. Said licenses must be maintained for the duration of employment.