



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION:

Under the direction of the Food Service Director maintains schedule to meet the deadlines for each of the district’s locations for pickup and delivery.

Job Title:	Van Driver (Food-Mail Delivery)	Revised Date:	11-13-17
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Job Description: Pick up and deliver food, mail and other items as needed between district locations.

- Picks up mail from Post Office on a daily basis.
- Delivers and picks up packages and stamps from Post Office as needed.
- Sorts mail from Post Office to be delivered to individuals/departments.
- Loads meals, mail and other items as needed into van to be delivered to district’s other sites.
- Transport food, mail and other items between district locations.
- Delivers food or container to Howard Lake Middle School and High School.
- Maintain appearance of school vehicle and inform Transportation Director of any potential mechanical issues that arise.
- May assist with freight at times.
- Wipes tables after each lunch at the High School.
- Delivers deposits to the Bank and picks up change as needed.
- Other duties as assigned.
- Maintain safe environment.

Job Location:	Howard Lake MN	Company Industry:	Public School
Job Role:	Van Driver	Employment Status:	Part-time
Employment Type:	Employee	Manages Others:	No
Band-Grade-Sub Grade:	A-1-1		
State Job Match Points:	100		

Qualifications:

- * Valid Minnesota Driver’s License
- * Clean driving record
- * Strong interpersonal skills
- * Ability to multi-task

Career Level:	Entry Level	Years of Experience:	[1-3 years]
Degree:	High school or Equivalent, Valid Driver’s License		

Non-Union

Approved By: Michelle Johnson	Date Approved: 6-3-13
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