

Red Wing Public Schools Position Description

Delivery Driver

General Information

Department:	Buildings and Grounds
Unit:	Custodial / Engineer / Maintenance Personnel
Immediate Supervisor:	Director of Buildings and Grounds
Grade Placement:	6
FLSA Status:	Non-Exempt

Position Summary

The Delivery Driver is responsible for transporting and delivering food items and food supplies; delivering materials, supplies, equipment and/or furniture between buildings; picking up mail and money bags to delivery to main office; and performs assigned custodial/grounds duties, as directed and needed.

Essential Duties and Responsibilities

1.	Picks up, transports and delivers groceries, prepared hot/cold foods, food supplies, equipment, or other items. Performs such duties as: a) Picks up and delivers groceries and food items to all schools. b) Delivers paper, books, desks, equipment, chairs, custodial supplies or other items requested between buildings. c) Picks up and delivers hot lunches for assigned building(s).
2.	Delivers inter-school mail.
3.	Performs general maintenance checks and cleaning and light maintenance on district vehicles.
4.	Maintains records on maintenance work completed.
5.	Performs general custodial and cleaning responsibilities and ground responsibilities, as directed.
6.	Assists in providing general crew custodial, cleaning, and/or grounds duties during summer work schedules, as directed.
7.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training:	High school diploma or GED
Degree Information:	Not applicable
Major Field of Study or Degree Emphasis:	Not applicable
Required Work Experience:	Requires safe driving record and one year of previous custodial and/or grounds experience
Licenses / Certifications Required:	<ul style="list-style-type: none">• Valid driver's license in Minnesota• Others may be required depending on district needs and district assignments

Essential Knowledge Required to Perform the Essential Functions of the Position

- Types of cleaning equipment used in a commercial environment.
- Fundamentals of general ground maintenance and general custodial work.
- Cleaning procedures.
- Commercial cleaning chemicals.
- Safety precautions, labels and warnings.
- Minnesota traffic laws.
- Proper body mechanics.
- Preventive maintenance practices and procedures for tools, equipment and machinery.
- District safety procedures and requirements in the operation of large machinery, powered equipment, mowers, chemicals, etc.
- Tools, equipment, machines and materials used in maintaining grounds and outside facilities.
- District safety procedures and requirements in the operation of machinery, powered equipment, mowers, chemicals, etc.

Essential Skills Required to Perform the Work

- Operating and utilizing custodial, grounds and cleaning equipment
- Reading instructions and following directions in the use of commercial grade cleaning supplies.
- Ability to make deliveries in accordance with time schedules and deadlines.
- Conducting routine preventive maintenance to grounds equipment, machinery and tools.
- Performing general custodial and cleaning duties and responsibilities.
- Operating delivery truck and following all traffic laws and rules of the road.
- Following proper safety and risk management procedures in loading, unloading, and/or delivering supplies, equipment or items.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Medium Heavy Work: Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands arms				X
Climb or balance		X		
Stoop, kneel, crouch or crawl			X	
Talk or hear			X	
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Electrical shocks and potential injury from moving parts/mechanical systems.

The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures in the use and operation and use of equipment. Duties involve performing assignments in varied weather conditions indoors and outdoors.

Classification History and Approval

Created: 6/2014 by Bjorklund Compensation Consulting

Revised: 4/15/16