

SECTION I: GENERAL INFORMATION

Classification Title: Transporter	Department: Nutrition Services	Unit: Nutrition Services
Immediate Supervisor: Nutrition Services Program Supervisor	Grade Placement:	FLSA Status: Non-exempt

Job Summary:

Under the direction of the Nutrition Services Program Supervisor and the guidance of the Kitchen Specialist and Kitchen Managers, the Transporter is responsible for transporting food and supplies to and from schools and satellite locations in a timely and safe manner and in accordance with established transportation route. Duties include: transporting food through operation of a school vehicle in a safe manner in varying road and weather conditions; completing equipment safety checks and maintaining fuel and oil levels in the vehicle; and cleaning the inside of the vehicle after assigned routes.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Transports food, supplies and deposits to and from school through operation of a school vehicle in a safe manner in varying road and weather conditions to kitchens and satellite locations.
 - Adheres to all laws and rules of the roads.
 - Must be able to be bonded.
2. Monitors the handling and receiving of delivered food at satellite locations. Pick up and deliver transfers of food and supplies to other schools in the district on an as needed basis. Insure sanitation and wholesome food policies are maintained before, during, and after the delivering of food and supplies.
3. Completes equipment safety checks and maintains fuel and oil levels in the vehicle.
 - Inspects and makes sure all lights are working properly.
 - Makes sure all mirrors are positioned properly.
4. Prepares incident reports and related transportation reports and/or logs.
 - Daily and monthly mileage loop reports.
 - Vehicle repair sheets.
5. Performs other duties of a comparable level or type, as required.
 - Attends training sessions and mandated training sessions, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:									
REQUIRED EDUCATION/TRAINING (choose one)					DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)				
	less than high school diploma				Major field of study or degree emphasis:				
x	High school diploma or GED.								
	1 year college		2 years college						
	3 years college		4 years college						
	1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Traffic laws and rules of the road. • Knowledge of vehicle operation. • Knowledge and familiarity with St. Francis area, roads and surrounding area. • Knowledge of routine and minor vehicle maintenance. 				
	2nd year graduate level								
Required Work Experience in Addition to Formal Education/Training: Safe driving record.									
LICENSE/ CERTIFICATION					Identify licenses/certification required: MN Class D Driver's License.				
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK					Skilled in: <ul style="list-style-type: none"> • Safely operating a school vehicle; • Driving according to schedule; • Cleaning and performing basic maintenance on the vehicle; • Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the kitchen staff, etc. sufficient to exchange or convey information and to receive work direction. 				
PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		x			Up to 10 lbs				x
Walk		x			Up to 25 lbs		x		
Sit		x			Up to 50 lbs		x		
Use hands to finger, handle or feel				x	Up to 100 lbs	x			
Reach with hands and arms		x			Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell	x								



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 50 pounds of force occasionally and/or 25 pounds of force frequently to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

Incumbents may be subjected to fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, and a variety of weather driving conditions. Some moderate environmental risks are present due to continuous driving and exposure to a variety of weather, traffic and driving conditions.

SECTION IV: DISTRICT MISSION AND CORE VALUES

OUR MISSION	<i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i>
CORE VALUES	We believe that: <ul style="list-style-type: none">• Trust and respect are fundamental for thriving relationships.• Our community flourishes when individuals, families and organizations collaborate.• Every person matters and has value.• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.• Commitment to high expectations is essential to help achieve full individual and collective potential.
MISSION OUTCOMES	By 2020, all students will... <ul style="list-style-type: none">• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
STRATEGIES	We will... <ul style="list-style-type: none">• Ensure that every employee understands, supports and promotes our core values and mission.• Build trust and facilitate engagement with all ISD 15 stakeholders.• Align and support all educational programs and services to achieve our mission and mission outcomes.
STRATEGIC DELIMITERS	We will NOT... <ul style="list-style-type: none">• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources• Make decisions without the use of relevant data provided by the appropriate personnel.• Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Created classification description 5/2016 BCC



