

# HARTLAND CONSOLIDATED SCHOOLS

PLEASE POST – August 25, 2020

## **STUDENT NUTRITION POSTING**

POSITION: Shipping and Receiving **Substitute** Truck Driver  
\*\*Currently, this is a substitute assignment, but it could change to full time status in the future.

LOCATION: Central Kitchen

HOURS: Monday through Thursday 7:00 am – 2:00 pm (7 hours)  
Friday – as needed

RATE OF PAY: \$15.00/hour

DATES OF POSTING: August 25, 2020 until filled

QUALIFICATIONS: See Attached Job Description

APPLY TO: Applications must be in writing and submitted to Lisa Archey via email at [lisarchey@hartlandschools.us](mailto:lisarchey@hartlandschools.us)

**This position includes, but is not limited to, unloading trucks, breaking down items, food deliveries to Central Kitchen, mail pick-up/delivery and following SOP procedures and HACCP regulations.**

SB/ke

c: FSA  
Lisa Archey

**HARTLAND CONSOLIDATED SCHOOLS**  
HARTLAND, MICHIGAN

JOB DESCRIPTION

**TITLE: TRUCK DRIVER - CENTRAL KITCHEN SHIPPING AND RECEIVING**

**QUALIFICATIONS:**

1. Good character & cooperative nature
2. Demonstrated record of good attendance
3. Capable of accepting supervision and promptly carrying out orders and following instructions
4. Certification of good health, including evidence of freedom from physically limiting back problems, signed by a licensed physician
5. Ability to obtain and hold a chauffeur's license and have a good driving record
6. Ability to lift a minimum of 75 lbs. to a height of three feet as certified by the district's physical therapist.
7. High school diploma or equivalent

**REPORTS TO:** Student Nutrition Director

**PERFORMANCE OBJECTIVE:** Assist in the smooth and efficient operation of the Student Nutrition department by transporting food supplies, equipment and mail, ship & receive large deliveries for the food service department.

**PERFORMANCE RESPONSIBILITIES:**

1. Unload trucks and accept deliveries
2. Break down items in bulk order storeroom, and store in shelves for cooks
3. Deliver food from the Central Kitchen to each school building
4. Pick up, sort and deliver U.S. and inter-building mail to all buildings
5. Maintenance and repair work such as, but not limited to, painting, cleaning and changing filters, etc.
6. Perform other related duties as may be assigned from time to time