

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: Bakery Light Utility Driver**

**Department: Food Service**

**Grade F  
H.P.D. 8  
D.P.Y. 194**

**Job Description**

**Date Reviewed: July 2011**

**Reports To: Bakery Manager**

**Purpose of Job**

The purpose of this job is to perform as Light Equipment Operator within the Clarksville-Montgomery County School System. Duties and responsibilities include safe operation and general maintenance of utility vehicle, transportation of food items from a central location to satellite schools, loading/unloading supplies, and maintaining freezers, docks, and storerooms. Reports to Bakery Manager, Assistant Director and Director of Child Nutrition.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Helps with routing of bread product delivery, assists with loading trucks, checks in stock, delivers product to designated schools.

Inventories store room for bakery section and rotates stock (FIFO).

Checks in transport carts , storage bins for cookies, supplies for transport of product and washes and sanitizes items for transport.

Analyzes temperature charts to ensure proper operation of freezers and refrigerators daily.

Refers to production sheets to determine school needs; loads baked goods for transport to the satellite schools.

Transports supplies and food items to satellite schools; unloads food items for cafeteria managers, stocking freezers and shelves; assists food personnel with heavy lifting.

Corrects food shortages, making as many deliveries as necessary to ensure bread requirements are met in a timely manner for each school.

Retrieves empty food carts for next/same day's use; disposes of waste; cleans freezers, storerooms, loading docks and waste cans.

Returns vehicle to motor pool; pulls preventative maintenance on vehicle, ensuring all needed repairs are done; maintains a clean vehicle to include daily clearing of trash and sweeping out cab and cargo area.

Receives deliveries from suppliers and warehouse. Places these items on shelves, in the appropriate storage area in accordance with the CMCSS HACCP plan and local regulations.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma (or GED) required, with six months to one year of light equipment operation and food service experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have valid Tennessee driver's license and a current CDL license.

### **KNOWLEDGE OF JOB**

Has considerable knowledge of the policies, procedures, and activities of the School System, Food Service, and light equipment operations practices as they pertain to the performance of duties relating to the job of Light Equipment Operator. Has general knowledge of food service and light equipment operations as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties or the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is able to read, understand and interpret production sheet and related materials.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a motor vehicle and a variety of loading/unloading equipment such as dollies, ramps, etc Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently. Physical demand

requirements are at levels of those for active work. Must be able to lift and/or carry weight of fifty to one hundred pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Light Equipment Operator. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand basic to relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Light Equipment Operator.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; compute discount, interest, profit and loss, ratio and proportion; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the position of Light Equipment Operator.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**