



JOB DESCRIPTION

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| Job Title | Food Service, Mail Hauler |
| Department | Buildings & Grounds |
| Reports To | Director of Buildings and Grounds |
| Classification | Hourly |
| Location | Service Center |
| Salary | On Schedule |
| Length of Contract | 12 Months |

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Food Service Mail Hauler, under the direction of the Director of Buildings and Grounds, is responsible for daily food service hauling, mail delivery, and general maintenance. This position will also be involved in maintaining and repairing the physical structure of buildings.

Essential Job Functions

- Coordinates and plans hauling/delivery of food from preparation kitchens to assigned schools.
- Receives food service commodities and supplies.
- Maintains accurate records of quantities and amounts of all deliveries.
- Maintains accurate inventories of all food service items.
- Sorts and delivers school mail.
- Picks up and delivers mail to University, Library, Eau Claire County Jail, and other locations as assigned.
- Secures and deposits all daily cash receipts.
- Performs District painting tasks as directed.
- Makes simple electrical repairs, including replacement of fuses, ballasts, etc.
- Patches and repairs cement, mortar, plaster, and drywall.
- Makes minor plumbing and pipe repairs. Services faucets, drains, and sanitary fixtures as well as makes sweated joints and installations.
- Repairs glass, broken equipment, storm windows, and screens.
- Plows snow when assigned.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.

- Possession of a valid driver's license.
- Ability to obtain a commercial driver's license.
- Ability to obtain and maintain arial lift operator's certification.
- Ability to obtain and maintain forklift certification.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- N/A

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to physically perform hauling and snow removal duties.
- Perform operator maintenance on assigned vehicle.
- Ability to perform general trade skills.
- Ability to inspect equipment for wear and perceive details in manual and sketches for minor repairs.
- Ability to read and record written directions and manuals.
- Ability to use hand and power tools to dismantle, repair, and assemble equipment.
- Ability to work in a timely manner, properly, accurately, with sufficient knowledge and with all around job ability.
- Ability to relate with other workers and with school staff in an agreeable and cooperative manner.
- Ability to adhere to delivery schedules and required pick-ups.
- Ability to receive in and track food service inventories.
- Ability to pick-up and accurately deposit daily cash receipts.
- Knowledge of food storage standards.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be required to work in confined spaces, hazardous traffic conditions, or high/dangerous places.
- May be exposed to inclement outdoor weather conditions, vibration, extreme temperatures, oils, airborne particles/fumes, or moving mechanical parts.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit and walk for extended periods of time.
- Must be able to frequently talk/hear, grasp, push, reach, stoop/kneel/crouch, climb/balance, use repetitive wrist/hand/finger movement, and operate mechanical equipment.

- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- May be required to lift up to 93 pounds.