

DEPARTMENT OF EDUCATION  
STATE OF HAWAII  
CIVIL SERVICE

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Specifications for the:

FOOD SERVICES DRIVER

**Duties Summary:**

Operates a food service vehicle to transport prepared meals, food items, food carts, and related equipment and supplies; assists in the preparation and serving of school meals; and performs other duties as assigned.

**Distinguishing Characteristics:**

This class is distinguished on the basis of performing mixed duties in support of the school food service operations. The work involves performing routine manual work in the preparation and serving of school meals and the operation of a food service vehicle to transport prepared meals, food items, food carts, and related equipment and supplies from a centralized kitchen to the satellite school(s). The operation of the food service vehicle is limited to the confines of a school and restricted to less than a major work assignment.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Coordinates and works closely with other food service employees to ensure menu items are prepared in a timely manner to meet meal service times and/or satellite delivery schedule.
2. Assists in the preparation of school meals by cooking simple starches (rice, whipped potatoes, etc.), cleaning and preparing fresh fruits and vegetables, and may assist with the preparation of meal items for students with dietary needs.
3. Operates a food service vehicle to transport prepared meals, food items, food carts, related equipment and supplies, and other food service employees; safely loads and unloads vehicle with and/or without assistance; maintains routine documentation related to delivery and food service duties.

4. Reviews daily production records and/or serving site records; accurately verifies the number of servings/portions of food to be delivered; portions and packs menu items for each satellite meal service; documents the time and temperature of foods (loading/packing) on the serving site daily record.
5. Sets-up serving counters for meal service, serves students and staff, and replenishes food and other supplementary items as needed.
6. Washes pots, pans, plates, and other kitchen equipment and utensils.
7. Cleans and maintains work areas, serving counters, dining areas, and washrooms in a neat, clean, sanitary, and orderly manner; thoroughly cleans and sanitizes utensils and equipment after use; and sweeps, scrubs, and mops kitchen and dining room floors.
8. Receives provisions ordered, documents product temperature if applicable, and reports discrepancies to School Food Services Manager; dates and stores goods in proper manner and place; records supplies and ingredients used; and assists in completing monthly inventory and maintaining routine records as directed.
9. May supervise student helper(s) assigned to the school kitchen or with the delivery of school meals.
10. Maintains a food service vehicle by performing minor preventative maintenance (e.g. fuel, oil, tire pressure, cleanliness, etc.) to ensure safe operation.
11. Attends and participates in staff meetings, workshops, and in-service training; achieves the annual minimum required training hours as outlined by the United States Department of Agriculture.

**Knowledge and Abilities Required:**

Knowledge of: Hazards and safety precautions applicable to the operation of motor vehicles; laws, ordinances, rules and regulations governing the operation of motor vehicles; basic vehicle maintenance procedures; recordkeeping methods applicable to delivery functions; methods, materials, and equipment used in cleaning kitchen equipment and utensils; safe handling and care of kitchen tools and equipment; methods of handling and storing foods; Hazard Analysis Critical Control Points, food safety and sanitation practices; basic arithmetic; and personal hygiene.

Ability to: Safely operate and maintain a food service vehicle; learn how to properly and safely load/unload using a hydraulic lift gate; understand and observe traffic laws and rules; measure food servings and serve accurate food portions/components; prepare and serve food in accordance with health and sanitation regulations; read, write, and understand oral and written English; follow and/or give oral and/or written instructions; work effectively with others and maintain cooperative working relationships; work in room temperature above normal; stand for extended periods; and lift, move, and carry heavy kitchen equipment, supplies, and other objects.

**Minimum Qualification Requirements:**

**Education and Experience Requirements:**

Applicants must possess the ability to read, write, and understand oral and written English, follow oral and written instructions, and perform simple arithmetic. Such abilities may be demonstrated by graduation from high school or work experience which required the cited abilities.

**License Requirement:**

Applicants must possess a valid motor vehicle license to drive in the State of Hawaii.

**Selective Certification:**

Specialized knowledge, skills, and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Organizations requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

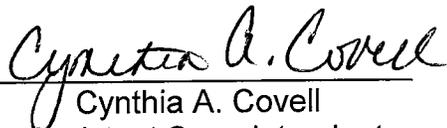
Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodations.

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This is an amendment to the class specifications and minimum qualification specifications for the class FOOD SERVICES DRIVER that were approved on March 31, 2006.

SIGN DATE: Aug 27, 2018

EFFECTIVE DATE: SEP - 1 2018

  
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