

SHAFFER UNION ELEMENTARY SCHOOL DISTRICT POSITION DESCRIPTION

Title: Bus Driver / Food Service Worker

Department: Transportation/ Food Service

Reports To: Superintendent/ Principal

Classification: Classified

Work Year: 10 Months

Salary: As Stated on Negotiated Classified Salary Schedule

General Summary

Under the general supervision of the Superintendent/Principal, the Bus Driver / Food Service Worker safely transports students on assigned school bus routes and assists with routine food preparation, serving, and cleanup in the school cafeteria.

The employee may also provide coverage and assistance with Transportation Coordinator and Cook duties as needed to support the continued operation of the District's transportation and food service programs.

Principal Duties and Responsibilities

Transportation

- Safely drives regular, substitute, field trip, and other assigned school bus routes.
- Performs required pre-trip and post-trip inspections.
- Maintains student safety and appropriate behavior while transporting students.
- Maintains required transportation records and documentation.
- Reports vehicle maintenance, repair, and safety concerns.
- Assists with bus routes, schedules, student rider information, and transportation communications as needed.
- May assist with or provide coverage for Transportation Coordinator duties, including route coordination, substitute driver coverage, transportation records, inspections, and other operational needs.
- Complies with applicable CHP, DMV, federal, state, and District transportation requirements.
- Other duties as assigned

Food Service

- Assists the Cook with food preparation, portioning, and serving of school meals.
- Assists with setup and cleanup of the kitchen, cafeteria, and serving areas.
- Cleans and sanitizes counters, utensils, trays, dishes, equipment, and floors.
- Assists with receiving, storing, stocking, and rotating food and cafeteria supplies.
- Follows proper food handling, storage, sanitation, and safety procedures.
- Operates standard kitchen utensils and equipment.
- Assists with daily meal counts and routine food service records.
- May assist with or provide coverage for Cook duties as needed, including meal preparation, menu implementation, food and supply needs, and daily operation of the cafeteria.
- Maintains a safe and sanitary food service environment.
- Performs other duties related to the classification as assigned by the Superintendent/Principal.
- Other duties as assigned

Knowledge, Skills and Abilities Required

- Knowledge of safe driving practices and school bus safety requirements.
- Ability to safely operate a school bus and maintain required certifications.
- Basic knowledge of food preparation, serving, sanitation, and food safety practices.
- Ability to safely use kitchen utensils and equipment.
- Ability to follow written and oral instructions.
- Ability to maintain basic records and documentation.
- Ability to work independently and cooperatively with students, staff, parents, and the school community.
- Good judgment and ability to recognize scope of authority.
- Basic computer skills as required for assigned duties.

Working Conditions

- School bus, kitchen, cafeteria, and school campus environments.
- Sitting for extended periods while operating a school bus.
- Standing and walking for extended periods while performing food service duties.
- Bending, reaching, lifting, pushing, pulling, loading, and unloading supplies and equipment.
- Periodic lifting in excess of 25 pounds.
- Exposure to traffic, varying weather conditions, heat, kitchen equipment, cleaning products, and other conditions associated with transportation and food service.
- Moderate physical effort and stress level.

Occupational Certificates / Licenses

- High school diploma or equivalent.
- Valid California Commercial Driver License with required endorsements.
- Valid California School Bus Driver Certificate.
- Valid Medical Examiner's Certificate.
- Valid food handler authorization/card.
- First Aid and CPR Certification as required.
- TB and fingerprint clearance.
- Ability to maintain all licenses, certificates, endorsements, and required training throughout employment.

Evaluation

Performance will be evaluated by the Superintendent/Principal in accordance with District procedures.

Compliance Requirements

Must comply with all applicable federal and state laws, District policies, safety regulations, food service requirements, and administrative directives.