

Food Service - Mail Delivery Transportation Driver

Post Date: December, 2025

Application Deadline: Reviewed as received

Position Summary

Whitehall District Schools is seeking a dedicated and reliable individual for the role of Food Service and Mail Delivery Driver. Overseen by the Food Service Director and supervised by the Transportation Director, this role is vital in ensuring the efficient operation of daily district services. The ideal candidate will be responsible for the safe and timely transportation and delivery of prepared foods, supplies, and mail to designated locations along established routes. This position requires strong time-management skills, attention to detail, and a commitment to safety and customer service in both food handling and mail delivery operations.

Essential Duties

- Operate district vehicles safely and efficiently along established routes for food and mail delivery
- Ensure timely delivery of all items while adhering to established schedules and timeframes
- Handle prepared foods and supplies according to food safety guidelines to maintain quality and safety standards
- Manage mail delivery operations with attention to detail and confidentiality
- Perform pre-and post-trip vehicle inspections and maintain accurate delivery logs and records
- Effective communication with Food Service Director, Transportation Director and site staff regarding delivery status, delays or issues
- Uphold high standards of professionalism and customer service when interacting with staff at various school locations
- Maintain cleanliness and fuel levels of Food Service Lift-Gate Truck, reporting mechanical issues immediately to Transportation Director and/or Technician
- Be subject to the Whitehall District Schools pre-employment, post-accident, reasonable cause, & random drug/alcohol testing policy
- Be capable of lifting/pulling/pushing 50# during daily duties
- Be punctual and regular in attendance

Education and Experience

- High school diploma or equivalent required
- Valid Michigan Chauffeur's License with a driving record fewer than four points
- Strong commitment to safety protocols and procedures
- Excellent time management and organizational skills
- Ability to work independently and manage a predictable routine effectively
- Prior experience in delivery services or food handling is a plus, but not required
- Must pass required background checks as a condition of school employment
- School Year Calendar
- Hourly wage per Support Staff Agreement at \$16.00/hr.

Individuals interested in applying for this position should email their resume, letter of interest and references to: kirstenbolles@whitehallschools.net. Thank you.

Postings available at: www.whitehallschools.net

WHITEHALL DISTRICT SCHOOLS NON-DISCRIMINATION POLICY

It is the policy of Whitehall District Schools that no person shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Coordinator – School Superintendent, 541 E. Slocum Street, Whitehall, MI 49461. Phone 231-893-1005. Adopted by the Board of Education, April 27, 1992.