



Position Description

Title:	Food Service Driver	Supervisor:	Head Cook
Department:	Commissary	Classification:	Full Time

A. Job Description:

Responsible for transporting food, equipment and supplies to and from centers. This position will be willing to help carry out the required functions of the Food Service Nutrition component.

Responsibilities:

- i. Loading, packing and delivering food for transportation to/from Head Start and ADC centers.
- ii. Must obtain signatures upon delivery for verification.
- iii. Assist the Head Cook with cleaning and sanitizing Food transportation equipment daily.
- iv. Assist Head Cook with Miscellaneous tasks as needed.
- v. Must maintain a clean, safe and sanitary vehicle for food delivery.
- vi. Ensure vehicle is in good working condition
- vii. Responsible for cleaning the grease track once a month or as needed.
- viii. Transport previously prepared menu items from the refrigerator to the oven/warmer as designated.
- ix. Be ready to start work at 6:00am daily and report to the Head Cook daily.
- x. Other duties as assigned.

Duties:

- Preparing for Site delivery:
 - Pull frozen box from freezer, locate the related dry food bin and verify the contents of each match the transportation sheet
 - Load onto van for delivery
- Preparing delivery cart:
 - Locate cart from food storage with weekly packing sheet attached, and load dry food items as indicated
 - Bring to the kitchen to prepare for delivery
- Mondays, Tuesdays and Thursdays:
 - Deliver previously loaded food items to the designated center.
- Wednesdays:
 - Assist wherever needed in the kitchen
 - Stock and Store food delivery items as indicated(freezer, refrigerator, shelf)

- Fridays:
 - Assist where needed with kitchen duties.
 - Record freezer temperature.

B. Position Qualifications:

- High School diploma or GED is required with 1-3 years of driving experience for the delivery service.
- Must have a Class C driver's license with proper endorsements.
- Must be able to lift over 40 lbs.
- Must have a great vision to ensure you maintain a good driving record.
- Good math skills will be helpful for food portioning.
- Must pass alcohol/drug test and criminal background investigation.

C. Position Characteristics:

Salary: \$16.08 - \$19.31
Hours: Monday through Friday, 6am to 2pm
Classification: Full Time

D. Job Benefits:

- Paid Leave (personal, vacation, sick, funeral, 13 paid holidays)
- Health Insurance (medical, dental, vision, prescription plan)
- Short-term Disability
- Life & Supplemental Insurance
- Liability Insurance
- Workman's Compensation
- Maryland State Retirement and Pension System
- 403(b) Option
- Employee Assistance Program
- Direct Deposit
- Payroll Deduction
- Tuition Reimbursement

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