



Job Description
FOOD SERVICE DELIVERY DRIVER (SUBSTITUTE)

EXEMPT: No	SALARY LEVEL: Refer to current salary chart
SUPERVISOR: Food Service Supervisor	LOCATION: Head Start Kitchen & Program-wide Deliveries
HOURS: Mon-Fri, 10 or 11 months/year, assigned hours vary	
Policy Council Approval Date: 6/29/2017 Approved By: HR Manager	

SUMMARY OF POSITION: Ensure meal delivery to Head Start/EHS centers on a daily basis as guided by Head Start Performance Standards, Service Area Written Plans, Procedures, and Policies. Carry out responsibilities in accordance with the Agency's policies and applicable federal and state laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Transport food from the central kitchen to centers and return used equipment from centers to central kitchen on a daily basis
- Maintain Food Delivery Van and related equipment in clean, workable condition
- Develop a workable schedule that is efficient and ensures delivery of food in a timely manner
- Load and unload food transporters from/to delivery van and kitchen and centers
- Accurately maintains required records; all paperwork is up to date
- Carry other items/supplies to and from centers on an as needed basis
- Maintains warm, friendly and professional working relationships with coworkers, staff, children and parents, community
- Participate in the team building process within the program by using established communication channels in a constructive and productive manner that enhances the team effort
- Other relevant duties as assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION, CERTIFICATES, AND/OR EXPERIENCE:

- Must have a safe driving record. No person shall be hired without a recent DMV printout, which will then be checked at regular intervals
- High School diploma or GED or equivalent
- Valid California Driver's License and a properly insured vehicle for use on the job
- Prior to beginning work, must be able to pass the Community Care Licensing criminal record clearance, must be up to date on immunizations and have a current (within one year) TB clearance and Health Screening Report.

In Addition to the above:

- Knowledge of vehicles and basic vehicle maintenance
- Knowledge of safe driving and safe working practices
- Highly dependable, takes initiative, has good judgment and is able to function with minimal supervision
- Knowledge of and sensitivity to culturally diverse groups and persons from low-income families.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee occasionally is required to sit at a desk and sometimes use a computer. The employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift, carry and/or move up

to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee drives, approximately 90% of the time for deliveries, to meetings, trainings, as scheduled throughout the year. The employee spends approximately 1% of the time writing and/or keyboarding.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in outside weather conditions. The noise level in the work environment is usually moderate and sometimes noisy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Community Action Partnership of Sonoma County is an Equal Opportunity/Affirmative Action Employer.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: _____

Signature: _____

Date: _____