

Food Service Driver-Part Time

Support Head Start & Early Head Start classrooms with the daily delivery of meals to each center.

ESSENTIAL FUNCTIONS

Key Performance Area – Delivery

- Pick up and deliver food containers to all centers daily
- Deliver food to designated area in each center
- Must be able to drive safely in all variations of weather
- Must practice safety procedures at all times, including wearing seatbelt and obeying all traffic laws
- Reports needed repairs and unsafe conditions to supervisor and follows direction to seek vehicle repairs
- Keep vehicle clean; fuel vehicle as needed

Key Performance Area – Quality Control

- Check food daily at pick up to ensure all components are present and amounts are adequate
- Communicate with food vendor regarding any issues related to the quality or quantity of food at pick up when needed
- Communicate food quality and quantity issues with the Health and Nutrition Coordinator as needed
- Take food temperature at each site upon delivery and document on the food temperature log

Key Performance Area – Recordkeeping and Reporting

- Check e-mail regularly
- Provides accurate and timely timesheet to account for work hours

Key Performance Area – Communication

- Assures continuous and timely flow of verbal and written communication to and from other staff, supervisor, program participants, and the community. Conducts communication in an effective, respectful, timely, and supportive manner
- Follows calendar, Teamwork Times, Center Newsletters, and memorandums to assure current knowledge of agency happenings

Key Performance Area – Work Habits and Practices

- Reports to work, on a regular basis, as scheduled
- Functions as an effective team member
- Demonstrates a commitment to Kid's Corps, Inc. mission, values, policies, and procedures in the performance of job duties
- Continues to increase professional knowledge, skills and competencies in job related areas; incorporates and demonstrates new knowledge and skills while performing duties
- Maintains confidentiality of program information, staff information, and participant information
- Attends and participates in staff meetings and training sessions
- Demonstrates professional conduct and behavior
- Accepts responsibility for seeking assistance and guidance when needed to effectively perform duties
- Incorporates constructive direction from supervisor to improve job performance
- Accept responsibility for quality job performance and make changes as needed

MARGINAL FUNCTIONS

Perform other assignments as requested by supervisory staff

Position Information

Reports to: Health and Nutrition Coordinator

Supervises: None

Required Certification and Licenses: Current Alaska Driver's License and Acceptable Driving Record

Starting Salary: \$17.00 per hour

Introductory Period: 90 Days

Part Time Position: 15-20 hours per week

Other Requirements:

Current and approved state and federal fingerprint background check

Proof of United States employment eligibility as required on the I-9 form

Abilities:

Able to perform physical delivery functions, including bending and frequent lifting of 75 pounds is required

Able to maintain confidentiality of program information

Effective written and verbal communication abilities

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

PAYROLL INFORMATION:

- Timesheets are due every other Friday
- Pay dates are bi-weekly on alternating Fridays
- Payroll checks are direct deposited or mailed to employees on the pay date
- All positions are contingent upon Policy Council Approval
- This position is dependent upon availability of funding (all positions are grant funded)

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council in accordance with Head Start Performance Standard 45 CFR 1304.50 (d) (1) (x). No term of employment is expressed or implied by this job description.

Employee Signature: _____ Date: _____