



Job Title: Project Nourish Driver/Utility Worker	FLSA: Hourly (Non-exempt)- Part-time
Start Date: January 8th, 2018	Hours: 2:00pm-6:00pm Monday - Friday
Reports To: Youth Meals Services Program Manager	Wage: 12.50 hr.
Supervises People? No	Number of Direct Reports: 0

JOB SUMMARY

The Project Nourish Drive/Utility Worker is primarily responsible for the efficient delivery of nutritious suppers to at risk youth through the Child and Adult Care Food Program (CACFP, a USDA nutrition assistance program) in addition to providing production assistance to the Project Nourish Kitchen Cook. The Youth Program Driver/Utility Worker will assist in maintaining cleanliness standards of all operational equipment and work areas. The Youth Program Driver/Utility Worker will also assist in general food preparation when needed.

The employee must maintain excellent attendance and be available to work events as scheduled per business need.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ❖ Conduct inspections of vehicle before departing to deliver goods
- ❖ Pack and load products onto vehicles according to company's specifications
- ❖ Deliver orders to customers on assigned routes
- ❖ Maintain ongoing communication with route dispatcher
- ❖ Unload goods as per client specifications
- ❖ Review deliveries with customers to ensure products meet their needs
- ❖ Obtain delivery confirmations from each customer
- ❖ Maintain organization and cleanliness of vehicle.
- ❖ Assist in the cleaning the food production areas in the kitchen areas as necessary.
- ❖ Assist in removing garbage and recyclables from the kitchen and depositing them in the appropriate venue garbage and recycling area.
- ❖ Assist in cleaning the kitchen equipment and ensuring items disassembled for cleaning are properly reassembled and operational.
- ❖ Assist with basic food preparation as needed.
- ❖ Maintains sanitation, health and safety standards in work areas.
- ❖ Responsible for receiving deliveries by following the current procedures when instructed.
- ❖ Responsible for help maintaining the organization of the inventory.
- ❖ Must show demonstrated ability to meet the company standard for excellent attendance.

QUALIFICATIONS

- ❖ Ability to work in a team-oriented, fast-paced, event-driven environment.
- ❖ Working knowledge of all applicable sanitation requirements.
- ❖ Proven working experience as a Delivery Driver
- ❖ Excellent organizational and time management skills
- ❖

EDUCATION and/or EXPERIENCE

- ❖ Possess valid food handling certificate if required by state and federal regulations.
- ❖ Valid professional driver's license
- ❖ Ability to operate vehicle in a variety of weather and traffic conditions
- ❖ Good driving record with no traffic violations
- ❖ High school degree

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Note: The statement herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

WORK ENVIRONMENT

While performing the essential functions of this job, the employee is usually indoors, in a controlled environment, and experiences a moderate noise level in the work environment. The employee understands that due to the nature of the Catering/Events business that the number of hours worked will be dependent on the number of events and that it is a requirement of this job to work the hours needed to accomplish all tasks to the standards set forth in this document. This will, on occasion, require working long days, in addition to nights and weekends as business dictates.

ACCOUNTABILITY

For the overall achievement of the above responsibilities, the Youth Program Driver/Utility reports to the Youth Meal Services Program Manager/Culinary Instructor.

- Employees are held accountable for all duties of job -

Employment at Kitchens For Good(KFG) is “at-will.” Employees are free to terminate their employment with KFG at any time, with or without a reason. Likewise, KFG may terminate the employment relationship at any time, for any lawful reason or for no reason at all.

How to Apply: Please email your resume to aviva@kitchensforgood.org