

Feeding the Gulf Coast Job Description

Job Title: AL Child Nutrition Kitchen Driver

Department: Child Nutrition Department

Reports To: Kitchen Manager

FLSA Status: Non-Exempt Part-time

Location: Theodore, AL

About the Organization: As a member of Feeding America, and a United Way Member Agency, Feeding the Gulf Coast works through member organizations and special programs to provide nutritious food to meet the challenge of feeding people who are hungry as a result of systemic poverty, personal crisis, or disaster. Additionally, Feeding the Gulf Coast educates the public regarding domestic hunger, proper nutrition and other related issues. Feeding the Gulf Coast serves a 24-county area spanning south Alabama, south Mississippi, and the panhandle of Florida.

Summary: Responsible for transporting and delivering meal orders to participating feeding sites through different routes.

Duties and Responsibilities include the following:

- Prepare truck or van for deliveries of orders; including but not limited to daily fueling, cleaning, and pre-trip and post-trip maintenance check of van.
- Validate orders when loading and delivering to site.
- Handle damaged and spoiled product according to procedures and control level of damaged goods.
- Complete delivery invoices, mileage reports, and receipts daily. Turn in all delivery invoices, mileage reports, and receipts to Child Nutrition Program staff weekly.
- Assist with daily meal preparation and kitchen maintenance as directed by Kitchen Manager.
- Ensure proper food handling safety on temperature-controlled items.
- Receive training and guidelines for proper transport and delivery of meal orders.
- Responsible for learning, understanding, and abiding by local, state, and federal child nutrition program regulations.
- Perform other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Minimum age requirement of twenty-one (21) years of age for position. Individual will need to possess a valid driver's license. Commercial Driver's license preferred. Individual must possess a county health department or ServSafe food handler's card. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business

correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite and Gmail.

Education/Experience:

High school diploma or general education degree (GED) and two years related experience and/or training; or equivalent combination of education and experience

Knowledge, Skills, and Other Abilities:

- Strong organizational skills
- Multi-tasking skills
- Ability to meet deadlines
- Outstanding interpersonal communication skills
- Presentation skills
- Excellent writing skills
- Ability to be persistent
- Ability to problem solve
- Ability to self-start
- Self-management skills
- Ability to be decisive
- Detail-oriented
- Ability to take ownership of large projects

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. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is regularly required to walk, sit, use hands, and talk/hear. The employee is frequently required to stand for long periods of time. The employee is occasionally required to reach with hands and arms. The employee is frequently required to lift up to fifty (50) pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is frequently exposed to driving for multiple hours in Feeding the Gulf Coast truck or van.