

POSITION DESCRIPTION

Position: Driver and Kitchen Assistant
Program: Central Kitchen
Reports to: Kitchen Manager
Status: Non-exempt
Date Created: 6/2021

POSITION SUMMARY:

The Driver and Kitchen Assistant is responsible for assuring quality service to all program participants in a compassionate and professional manner as it relates to the specific program objectives. Objectives include safe and timely delivery of meals to various programs in a company vehicle, unloading and stocking weekly deliveries, assisting in the preparation of meals, serving meals to clients at the designated programs, receive and inventory foods, equipment and janitorial cleaning supplies. The Driver and Kitchen Assistant will demonstrate supportive interaction with program participants and team members, and perform all work duties as required. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards.

OBJECTIVES/ACTIVITIES:

- A. Responsible for performing daily work requirements to achieve established objectives of the program. Driving is approximately eighty percent (80%) of this position.
1. Deliver meals to designated programs in a safe and timely manner.
 2. Pick up dishes, supplies, and other items from the program sites.
 3. Perform pre-trip safety checks and maintenance logs on company vehicle.
 4. Keep vehicle clean and presentable.
 5. Unload and stock weekly deliveries.
 6. Assist in the preparation, cooking, and serving of meals in an institutional kitchen facility.
 7. Perform duties in safe and sanitary manner, using food handling and proper preparation techniques.
 8. Perform proper safety procedures for all equipment used in a kitchen.
 9. Assure security of supplies and all areas of responsibility.
 10. Perform cooking tasks for a variety of foods, using utensils and equipment, such as mixers, food processors, and slicers.
 11. Cut and carve all types of meat, fish, and poultry.
 12. Assist in the cleaning of dishes, pots, and kitchen equipment, as well as floors and walls of the kitchen, storeroom, and dining area.
 13. Perform related duties as assigned.
- B. Responsible for all areas of daily program maintenance in compliance with company policies.
1. Document and report all variations in food preparations and meal delivery.
 2. Keep accurate and complete vehicle maintenance and upkeep logs.
 3. Complete and maintain all records, logs, safety logs, and incident reports.
 4. Assist in the monitoring of the inventory of program equipment and supplies and take appropriate action to replace or restock as needed.
 5. Notify management of potential workflow problems and resource needs necessary to attain performance standards.
 6. Adhere to staffing schedules in order to provide adequate/safe staffing coverage and to accomplish program objectives.

7. Communicate with service providers and external representatives as required.
- C. Responsible for self-development.
1. Continually learn and enhance technical and interpersonal skills.
 2. Attend all staff meetings, assigned training, seminars, and complete required certifications, i.e. CPR, First Aid, etc.

EDUCATION AND EXPERIENCE:

This position spends approximately eighty percent (80%) driving a company vehicle. One year of driving and delivery experience is preferred. One year of related kitchen experience is preferred. This position requires demonstrated ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. General knowledge of issues and challenges unique to homelessness, substance abuse, young adults, minorities, and persons with disabilities is preferred. Specific knowledge and experience with the following is required:

- Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas.
- Understand pre-trip vehicle inspection process, general maintenance and recordkeeping.
- Drive safely and deliver on schedule.
- CPR and First Aid training within ninety (90) days of employment, re-certification as necessary and T.B. testing annually.
- A valid California driver's license and ability to meet organization's insurance carrier guidelines required.

SPECIFIC SKILLS REQUIRED:

Teamwork skills
 Oral and written communication skills
 Ability to assist other people
 Punctual and reliable
 Organizational skills
 Analytical and decision making ability

PHYSICAL REQUIREMENTS:

Regularly lift and move 50 pound items
 Lift and move up to 75 pounds
 Load and unload large food containers safely from vehicle
 Stand, walk, bend, stoop, and sit frequently
 Climb stairs as needed
 Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the Kitchen Manager or other staff. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

This position does not supervise others.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with county/state/city and business entities, clients, and all levels of staff. The Driver and Kitchen Assistant is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Substantial financial loss through loss of business contracts is possible.

NUMBER OF EMPLOYEES:

No employees report to this position.

This Driver and Kitchen Assistant job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed _____