Employee _____

Semcac
Job Description

Job Title: Food Deliverer
Department: Senior Nutrition
Reports To: Site Manager or in his/her absence, the Program Coordinator
FLSA Status: Nonexempt
Prepared By: D. Betthauser/Jeff Wyant
Prepared Date: 5/1/99
Reviewed Date: 12/25/10, 10/11
Revised Date: 3/19/13, 5/9/18, 1/25
Approved By: Nancy Runningen, Pat Georgens, Jeff Rogness
Approved Date: 5/11/99, 5/11/13, 5/11/18, 1/25

SUMMARY

Delivers food and supplies from Semcac kitchen or contracted caterer to designated nutrition site(s) and assists in the food service process by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned, as required by the ever changing environment of food service.

Assemble necessary satellite food/supplies.

Loads and unloads items such as bulk-packaged foods, paper and cleaning supplies, eating and drinking utensils, and dinnerware into vehicle.

Drives vehicle to deliver items to satellite dining sites.

Assists with meal service at the satellite site.

Listens to and communicates satellite needs.

Maintains a clean vehicle.

Complete dishwashing, garbage removal, recycling and/or kitchen clean-up tasks on return to the kitchen (as assigned).

Practices safe driving habits. Inspects vehicle daily for any problems and reports such to the office.

Attends and participates in scheduled staff meetings/trainings to stay abreast of food service and program changes.

If using an agency vehicle – will take into local auto shop for routine oil changes and report other maintenance concerns to the office for review and scheduling.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

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

TECHNOLOGY

Must be able to learn to enter hours of work into the agency time keeping software on-line Employee Web

Service (EWS).

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED).

ACCOUNTABILITY
The person in this position will be expected to have a pleasant demeanor, a positive attitude, and a team commitment. The employee is accountable to the local Site Manager for completion of assignments, high standards of accuracy, attention to detail, and timely completion of assignments and tasks.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write/complete written reports and forms.

MATHEMATICAL SKILLS
Ability to add using whole numbers, common fractions and decimals.

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.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid driver's license and current vehicle registration and insurance.

OTHER REQUIREMENTS
The employee must have access to a reliable vehicle and be willing to use it in the completion of this job. (Unless the vehicle is provided by the program.)

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 to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, lift, bend, and carry bulky, heavy objects. The employee occasionally climbs for supplies. The employee sits to operate the vehicle. Frequently, the employee lifts and moves weights up to 50 lbs.

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 to perform the essential functions.

While performing the duties of this job, the employee is exposed to the normal hazards of driving and operating a motor vehicle. The noise level in the work environment is usually moderate. There is occasionally weekend and evening work required.

SEMCAC RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

SEMCAC IS AN EQUAL OPPORTUNITY EMPLOYER.

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS DESCRIBED IN THIS JOB DESCRIPTION.

Are you capable of performing, in a reasonable manner, with or without reasonable accommodations, the activities described in the job description?

Please check one: _____Yes _____No

_____ _____
Employee Signature Date

_____ _____
Supervisor's Signature Date

_____ _____
Director's Signature Date