



ON CALL NUTRITION DRIVER

REAL Services, Inc

Department: Nutrition

Reports to: Director of Nutrition

FLSA Status: Non-Exempt (part-time)

Updated by: Julie Sparazynski, 01-26-18

Approved by: Becky Zaseck, 01-26-18

JOB SUMMARY

This on call part-time hourly position consists of 4-5 hours per day when needed, is responsible for delivering food and supplies to the Nutrition Sites over a specified route(s). Starting times vary depending upon the route to be run or the opening and closing of various Nutrition Sites.

ESSENTIAL DUTIES include the following. Other duties may be assigned.

- Driving and delivering food to nutrition sites in a 5 county area
- Upkeep of vehicle – gasoline, oil changes, cleaning or other vehicle maintenance scheduling with Directors approval.

RESPONSIBILITIES

The Driver is responsible for delivering food and supplies (before 11:00 a.m.) in a safe manner and making sure that the appropriate product is delivered to the correct Nutrition Site and that the food is put in the appropriate oven/refrigerator. If an error in delivery is discovered the driver needs to alert the Director immediately so that the error may be corrected. If the delivery of the food cannot be made on time or at all the driver must alert the Director so that other arrangements can be made. The driver is also responsible for making sure the delivery vehicle is maintained on a regular basis. The driver must make sure the vehicle has regular preventative maintenance. If the vehicle needs major service the driver must alert the Director and the Director will make the appropriate arrangements with the driver.

This position may be funded through REAL Services Nutrition Programs.

The Driver must obey all traffic laws. (REAL Services will not be responsible for any ticket the driver incurs while working.)

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Good/Clean driving record
- Knowledge of 5 county area streets and roads.
- Ability to lift milk-crates, pans of food, etc.
- Organized and flexible

DIFFICULTY OF WORK

This position requires the ability to drive a vehicle delivering food in a Hot Shot vehicle. These vehicles maintain temperatures of food product and the driver must keep an eye on the temperature gauges to ensure food safety. The driver must also have the ability to lift food pans, some of which may be very heavy, or hot/cold without spilling or dropping the food. The driver must also remember to turn on the ovens at the appropriate sites if a Site Director or Volunteer is not present when dropping off the food or to put the food in the refrigerator as appropriate.

PERSONAL WORKING RELATIONSHIPS

- With MOW kitchen and office staff
- With Site Directors and Volunteers

WORKING CONDITIONS AND PHYSICAL DEMANDS

The physical demands and work environment 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 usually seated while driving but must be on their feet while loading their vehicle or delivering the food and supplies. Some physical effort is required. Regular and reoccurring travel required. Some inclement weather may be encountered when delivering food and supplies.

- Valid driver’s license and a dependable vehicle required.

CONDITIONS OF EMPLOYMENT

- Successful candidate must submit to a pre-employment drug screening, driving record and a criminal history check.
- This position has a 6 month probationary period.

Employee Signature (Date)

Supervisor Signature (Date)