

WEBB COUNTY

Job Description

JOB TITLE: Food Transporter

SLOT NUMBER:

DEPARTMENT: Community Action Agency (Meals on Wheels Program)

REVISION DATE: January 28, 2011

JOB SUMMARY:

Employee is responsible for picking up meals and carrying them in designated food containers and deliver them daily to client's assigned thru specific route and designated time periods.

CHARACTERISTICS/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in assembly line to help expedite meals.
- Ensure that all food is transported, handled and stored in a wholesome, sanitary manner.
- Maintain kitchen transport carts in a clean and sanitary manner.
- All food products (hot and cold) are kept in the proper thermal carrying bag.
- Maintain beverage temperatures using proper equipment, i.e., ice chest.
- Must wear a safety belt at all times.
- Promote and maintain a team environment at all times.
- Maintain appearance standards as outlined in departmental personnel policies.
- Provides information about our service and or directs all calls to the office.
- Maintain a consistent, regular attendance record.
- Complete all assigned record-keeping duties in a timely manner.
- Responsible for reporting any information that presents a question or concern for a client's well being to their immediate supervisor.
- Attends and participates in all mandatory training requirements.
- Performs other related duties as assigned.

QUALIFICATIONS:

- High School graduate, or the equivalent, or certificate of completion is required. Any combination of experience and training to provide the required knowledge and skills to safely operate any vehicle and other transportation equipment.
- Program-related education and training may be required.
- Must be able to follow instructions and work under pressure

SKILLS, KNOWLEDGE, AND ABILITIES:

- **Ability** to drive a vehicle and other transportation equipment safely and efficiently, exercising sound judgment and extreme caution; Perform appropriately in situations requiring tact and diplomacy; Keep simple records, understand and carry out oral and written directions; Establish and maintain cooperative and effective working relationships with clients and adults contacted in the course of work; Be flexible and receptive to change;

- Knowledge: Safe driving and defensive driving practices and techniques; Safety and maintenance requirements of transportation equipment. Perform pre-trip inspections, properly reporting all mechanical defects, malfunctions or safety concerns; Deliver on assigned routes in accordance with time schedules.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, see hear, walk, handle objects and tools and reach with arms and hands.
- The employee must frequently lift and/or move objects up to 10 pounds, and occasionally lift or move objects up to 40 pounds, and is regularly required to sweep and mop floors and clean tables.
- Must be willing to work in all weather conditions.

OTHER REQUIRMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license and insurance as required by the State of Texas.
- Must obtain and maintain valid Food Handler's Certificate.
- Webb County Drug and Alcohol Policy apply to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY: Works under the direct Supervision of the Manager of Nutrition Programs, subject to Webb County Personnel Policies.

EVALUATION: The Meals on Wheels program Food Transporter's work is evaluated formally once each year by the Supervisor. Interim reviews are conducted through informal conferences and status reports.

FUNDING DURATION: This position is funded by grant and county funds. If funding ends, this position may be eliminated or downsized.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE