

# WEBB COUNTY

## Job Description

**JOB TITLE:** Food Service Worker / Food Transporter

**SLOT NUMBER:**

**DEPARTMENT:** Community Action Agency (Meals On Wheels / Elderly Nutrition Programs)

**REVISION DATE:** January 28, 2011

### **JOB SUMMARY:**

Employee will provide assistance in the preparation of the meals. Must deliver prepared food in proper containers to clients assigned through specific routes and designated time periods.

### **CHARACTERISTICS/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Practices proper food handling techniques and food safety procedures to prevent food contamination / poisoning and to ensure that food quality is maintained.
- Follows safety procedures within the kitchen to promote a safe working environment.
- Performs cleaning duties to meet sanitation requirements.
- Serve food and beverages to meet client's nutritional needs.
- Insures that equipment is in good working order and requests repair work as needed.
- Attends and participates in all mandatory training requirements.
- Will perform any other duties assigned.

### **QUALIFICATIONS:**

- High School diploma or GED
- 1-2 years in related field
- Reliable vehicle
- Must possess a valid and current Texas Driver's License
- Must obtain and maintain current Vehicle Insurance as required by the State of Texas
- Must be able to follow instructions and work under pressure

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- Keen sense of direction
- Must be bilingual (English and Spanish)
- Must possess good Communication Skills (written and verbal)

### **PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 30-45 lbs
- Must be able to work outdoors as needed

### **OTHER REQUIRMENTS/INFORMATION:**

- Must obtain and maintain a 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:** Supervised directed by Nutrition Program Manager

**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.

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**EMPLOYEE SIGNATURE**

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**SUPERVISOR SIGNATURE**

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