

JOB DESCRIPTION

POSITION TITLE : Food Transporter

DEPARTMENT : Head Start

GENERAL DESCRIPTION : Transportation of Meals

DUTIES AND RESPONSIBILITIES: Will maintain his vehicles in proper running condition b y making sure that it is kept in good maintenance condition.

Transport meals/dishes to and from centers.

Must keep daily record of time distribution report..

Keep record of daily mileage and gas consumption.

QUALIFICATION : Must have at least GED education. Able to speak, understand and write English. Must maintain all local, state and federal qualifications for position on an annual basis.

Supervisor's Signature Date

Employee's Signature Date