



**Position Title:** Food Service Delivery Assistant

**Department:** Food Service

**FLSA Status:** Non-Exempt

**Schedule:** Monday – Friday

**Reporting:** Reports directly to the Chief Business Officer

**Position Overview:** Under supervision, the employee will maintain food service facilities and equipment in a neat, clean, safe and sanitary condition; will deliver food and supplies to the various schools/programs; and to do other related work as required.

**Agency Wide Duties and Responsibilities:**

- Support the mission, program philosophy and values of Port Chester Carver Center.
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
- Work collaboratively with all members of the organization.
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Child Care Council of Westchester and all other governing agencies.

**Position Specific Duties/Responsibilities:**

- Pick up food and food items from Carver Center Kitchen to be delivered to other schools and programs within the Port Chester School district.
- Observe safety while operating the Carver Center Vehicles.
- Return pots, pans and additional leftover food from schools to the Carver Center.
- Help with other duties such as putting away food from truck deliveries, etc.
- Employee must have the ability to work independently and communicate well with others.
- Be courteous in all dealings with parents, students, staff and employees.
- It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines, and respectfulness toward others. The employee shall represent the Carver Center in a positive way, both on duty and in connection with Carver Center activities, even though the employee may not be officially on duty.

- Inspect Carver Center vehicles prior to operating for proper fuel, oil, water and see that tires are inflated and that lights and brakes work properly.
- Report Carver Center vehicle driving and operating problems.
- Follow Carver Center vehicle sign-out and vehicle return procedure.
- Perform all other duties as may be assigned.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Responsible accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

- Use strength to lift items to perform the functions of the job
- Sit, stand and walk for required periods of time
- Speak and hear
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Communicate effectively using proper grammar and vocabulary
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

**Position Qualifications:**

- High school graduate or equivalent
- Valid Driver’s License
- Skill in working with people
- Such other qualifications as the may find appropriate and acceptable

**ACKNOWLEDGEMENT**

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions. This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Management has the right to revise this job description at any time.

This description does not create an employment contract, implied or otherwise, other than an ‘at will’ relationship.

By signing below, I acknowledge that I have read the job description and that I understand the explanation that was provided.

Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_