

BUSINESS TEAM: Carver has an immediate need for a Food Service Delivery Driver.

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 kitchen prep 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 as well as independently; 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:

Station Set Up - The line cook is responsible for preparing his or her station before the start of each service. The line cook must make sure that all the supplies that will be needed for the shift are available and ready for use. This can include preparing some items in advance, or performing simple tasks such as stocking the station with plates and bowls.

Prepping Food – The line cook will be asked to prep food for service each day. This can mean chopping vegetables, butchering meat, or preparing sauces. Depending on the needs of the kitchen, the line cook may also be asked to prepare items for other stations or for special events.

Cooking – During meal service, the line cook is responsible for preparing the items requested from his or her station. This requires working with other cooks in the kitchen to make sure that food is ready at the right time, in the right order so that it arrives ready to eat and at the right temperature. A Prep Cook will often be directed by Kitchen Supervisor as they prepare food.

Clean Up – At the end of the shift, the line cook is responsible for cleaning his or her station, and may be asked to help other cooks clean up their stations. This means disposing of garbage, cleaning utensils, pots, and pans, and cleaning cooking surfaces. The line cook will also be responsible for taking care of leftover food, whether that means disposing of it, returning unused items to the correct inventory location, or storing cooked goods for use at another service.

Stocking – The line cook is also called on to unload delivery trucks and store inventory correctly. This can mean stocking pantries or walk-in refrigerators, or simply inventorying items and reporting to the Kitchen Supervisor.

Serving – The line cook will be asked to serve meals to our Teen and Middle School Programs daily. Comply with nutrition and sanitation regulations and safety standards.

Pick up food and food items from Carver Center Kitchen to be delivered to other schools and programs within the Port Chester School district, and return all equipment and leftover food to Carver.

Observe safety while operating the Carver Center Vehicles.

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.

Perform all other duties as may be assigned.

Physical Demands: Must be able to stand, walk, bend, carry, push and use both hands when performing assigned duties. Must be able to lift at least 50 pound boxes. Must be able to climb stairs while carrying boxes of food items.

Position Qualifications: Valid driver's license, experience handling food.

Carver Center employment policy requires the completion of a full background check prior to hiring.

Position is five days a week for approximately 8 hours per day, 8 AM to 4 PM. Salary is \$13/hour.

How to Apply: Send cover letter and resume to: gnocco@carvercenter.org.