

<p style="text-align: center;">East Valley Adult Resources, Inc. Job Description: Food Service Driver (TCAA)</p>
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Overview: Deliver proper food items in quantities ordered to Catered Accounts as directed by the Kitchen Manager on production sheet.

Major Duties:

1. Accurately count food items, following menu, to service each account. Verify, while loading truck, number and size of pans being sent against production sheet for Catered Meals. Perform arithmetical computations for recipe quantities and yields.
2. Utilize sound food handling practices for the preparation and storage of each menu item. Ensure food is being sent out at proper temperatures.
3. Monitor truck gauges and thermometers for proper temperatures in holding cabinets. Monitor vehicle fuel – gasoline and propane – oil, and tire pressure weekly or more frequently, as needed.
4. Maintain a strict ‘clean as you go’ policy ensuring a clean, professional work environment.
5. As time permits, assist in prepping food items in advance following posted menu, maintaining freshness and maximizing efficiency.
6. Unload food at each location, transferring the food to appropriate heated or refrigerated storage unit.
7. Instruct the supervisor or volunteers at each location as to the proper utensils, serving sizes, etc. for portion control. Identify special diets, if necessary, and the proper food item to them.
8. Record temperature of each item and receive signature at each location verifying temps, amounts, number of pans, etc.
9. Retrieve all pans from previous delivery and returns for washing.
10. Assist with deliveries and organization of storage areas. Cater or assist with special events, food service request orders. Aid in dish room washing dishes, pans, etc. as needed and at the end of congregate meal service. Assist with cleaning all kitchen areas prior to closing.

Other Duties:

- Ensure that EVAR’s policies, standards, and decisions are implemented and maintained. Foster appropriate and courteous communication and positive relationships with supervisor, staff, clients and other community members.
- Provide excellent customer service to all persons in centers and contracted accounts. Work as a team player.
- Stand and walk intermittently throughout the working day – reach, stoop, bend, lift, carry and manipulate various foodstuffs, supplies and equipment.
- Other duties as needed and appropriately assigned.

Preferred Qualifications:

1. High School Diploma or equivalent.
2. Ability to lift and carry objects up to 50 lbs unassisted, occasionally up to 100 lbs assisted; ability to sit or stand for long periods of time. Willing to work flexible hours and be comfortable with driving.
3. Ability to tolerate exposure to temperature and humidity changes i.e. entering refrigerated storage areas, working at ovens and ranges, dishwashing machines, and at steam tables.
4. Effective oral communication and interpersonal skills. Ability to encourage teamwork and work cooperatively with others. Ability to work effectively with diverse communities. Multicultural competency.
5. Must be able to work well with others, maintain a personable, neat appearance, and follow instructions. Flexibility, patience, sensitivity, and respect for staff and clients are required.
6. Must possess a valid driver’s license. Ability to obtain Level I Fingerprint Clearance Card and comply with EVAR’s background check policies, including a safe driving record.

Responsible to: Kitchen Manager

Status/Hours: Up to 20 hours per week, non exempt position; weekday hours.

Primary Work Site: Mesa Active Adult Center

Equal Opportunity Employment