

<p style="text-align: center;">East Valley Adult Resources, Inc. Job Description: Food Service Driver / Custodian</p>

Overview: The Food Service Driver / Custodian will perform a variety of food service, driving, and custodial tasks including, but not limited to kitchen / food service operations, catering delivery, transporting participants, setting up tables and rooms for activities, and cleaning.

Major Duties for Food Service Driver (TCAA) Role:

1. Accurately count and package food items, following the menu, to service each catering delivery. Verify the number and size of pans against production sheets for catered meals. Perform basic computations as needed for quantities and yields.
2. Utilize appropriate food handling practices for the preparation and storage of each menu item. Ensure food is being maintained at required temperatures.
3. Maintain a “clean as you go” policy to ensure a clean, professional work environment.
4. As time permits, assist in prepping food items in advance following posted menu.
5. Unload food at each catered location, transferring the food to heated or refrigerated storage units.
6. Instruct the supervisor or volunteers at each catered location as to the proper utensils, serving sizes, etc. for portion control. Identify special diet preparations as needed.
7. Record temperature of each bulk food item and receive signatures at each location verifying temperatures, amounts, number of pans, etc.
8. Retrieve all pans from previous delivery and return for washing.
9. Assist with deliveries and organization of storage areas. Assist in scraping and washing dishes, pans, etc. as needed. Assist with cleaning all kitchen areas prior to closing.
10. Monitor truck gauges and thermometers for appropriate temperatures in holding cabinets. Monitor vehicle gasoline, propane, oil, and tire pressure weekly or more frequently as needed.

Major Duties for MAAC Custodian/Driver Responsibilities:

1. Work with the Center Director and Program Coordinator on set up of tables and chairs for various programs, classes and activities during the hours that the facility is open and for the next day’s activities.
2. Tear down tables and chairs and clean up areas after programs/activities are completed in various rooms.
3. Daily remove trash from facility (including the kitchen and multipurpose room) to dumpsters, replace trash can liners, teardown boxes and remove those from the Center. Empty waste paper baskets in each office/pool room/café and exercise room as well as the shedder in the office area.
4. Sweep and mop kitchen floors daily. Check that all floors are clean, pick up paper, etc. and clean up any spills and/or messes that may occur.
5. Monitor classrooms and program areas to ensure that no problems are occurring with participants, staff or others and inform Center Director when needed.
6. Check and clean outside dumpster area and sweep exterior entrances. In absence of the Custodian/Maintenance Specialist, place trash cans at Administration at the curb for pick up by the City.
7. Transport participants of MAAC and Encore on 1st residents as assigned per the schedule.

Other Duties:

- Ensure that EVAR’s policies, standards, and decisions are implemented and maintained. Foster appropriate and courteous communication and positive relationships with other staff, participants and members of the community. Provide excellent customer service and work as a team player.
- Other duties as needed and appropriately assigned.

Qualifications:

1. High School Diploma or equivalent.
2. Experience with and/or demonstrated sensitivity to the needs of older adults.
3. Effective oral communication and interpersonal skills. Ability to encourage teamwork and work cooperatively with others. Ability to work effectively with diverse communities. Multicultural competency.
4. Ability to follow instructions and demonstrate flexibility.

Requirements:

1. Ability to lift and carry objects up to 50 pounds unassisted. Ability to sit or stand for long periods of time.
2. Ability to tolerate exposure to temperature and humidity changes, which may include but are not limited to entering refrigerated storage areas, working at ovens and ranges, dishwashing machines, and steam tables.
3. Ability to obtain a food handler's certification.
4. Ability to obtain Level I Fingerprint Clearance Card and comply with EVAR's background check policies.
5. Must possess a valid driver's licenses, including a safe driving record and compliance with EVAR's liability insurance provider's driver standards.

Responsible to: MAAC Kitchen Manager for Food Service responsibilities; Director of Center Based Services for Custodian responsibilities.

Status/Hours: Full-time 40 hours per week, non-exempt position; weekday hours.

Primary Work Site: 247 N Macdonald Street, Mesa AZ

Equal Opportunity Employer