



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

Posted: June 18, 2015
Open Until Filled

POSITION: MEALS/INTEROFFICE MAIL DRIVER

PROGRAM: CHILD DEVELOPMENT DIVISION
A PROGRAM OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under the general supervision of the Kitchen Manager, delivers meals and interoffice mail to four to six child care center sites.

DUTIES AND RESPONSIBILITIES:

- Loads and delivers containers of prepared meals to four to six child care centers.
- Completes food temperature logs at Kitchen and upon delivery at each individual site.
- Picks up dairy products from Aptos Grange and delivers products to Centers once a week.
- Washes and cleans utensils, equipment, and work area; ensures that all food preparation, storage compartments, and transfer equipment are maintained in a clean and orderly condition at all sites.
- Maintains a good driving record and full coverage automobile insurance policy.
- Delivers interoffice mail to and from childcare center sites.
- Checks inventory at Centers and reports to Kitchen Manager when stock is low.
- Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
- Performs other duties as assigned.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency

JOB STANDARDS:

Knowledge of:

- food storage, preparation and service methods and techniques;
- inventory methods; and

- California driving laws and regulations.

Skill in:

- serving food efficiently and attractively;
- maintaining equipment, utensils, and work area in a clean and orderly condition;
- working cooperatively in a group situation;
- following oral and written instructions;
- safely driving a motor vehicle;
- performing work independently, without close supervision; and
- communicating effectively with staff and children at the Centers.

OTHER REQUIREMENTS:

- Must possess physical stamina to stand for long periods of time, and sufficient strength to lift and carry food containers weighing up to 50 lbs.
- Must provide a negative TB test upon hire.
- Must provide an H-6 driver history report from the DMV (printed within the last month).
- Must pass fingerprint clearance through the Department of Justice.
- Must possess a valid Class C California driver's license.
- Must have use of an insured motor vehicle for meal delivery which is large enough to carry food containers.
- Must provide proof of vehicle insurance.

UNION:

This position is represented by the SEIU bargaining unit.

HOURS AND RATE OF PAY:

- This is a regular, non-exempt, 15 hour per week position.
- The starting salary for this position is \$13.39/hr, plus a \$0.20/hr differential for driving your own vehicle to deliver meals.
- Hours will typically be Monday-Friday on a schedule to be arranged with supervisor.

BENEFITS:

- First year: 12 vacation days and 10 holidays, with accrual based on 15 hr/wk.
- Sick leave accrued based on 15 hr/wk.
- 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Dependent Care Reimbursement Program.

TO APPLY:

- Please submit the following documents to Community Bridges:
 - Community Bridges application
 - H-6 driver history report from the DMV (printed within the last month)
 - Proof of insurance with your name as a driver on the document
- The application may be downloaded at <https://communitybridges.org/employment/>
- Documents may be submitted by email (hr@cbridges.org), fax (831-688-8302), or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.
- If you have any questions, please contact Tyler Smith, Recruitment and Development Coordinator, at (831) 688-8840, Ext. 211

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.