



**COMMUNITY BRIDGES**  
**PUENTES DE LA COMUNIDAD**

**Posted: April 18, 2017**  
**Open Until Filled**

**POSITION: SUMMER LUNCH MEALS DRIVER (LIMITED TERM)**  
**BILINGUAL ENGLISH/SPANISH PREFERRED**

**PROGRAM: LA MANZANA COMMUNITY RESOURCES**  
**A PROGRAM OF COMMUNITY BRIDGES**

**POSITION DESCRIPTION:**

Under the supervision of the Program Manager, properly loads and delivers prepared meals to summer lunch sites in the designated area; performs related work as required.

**DUTIES & RESPONSIBILITIES:**

1. Determines the most efficient delivery route to sites requesting meal delivery.
2. Packs prepared food in appropriate hot and cold containers; loads containers into a motor vehicle, verifying correct numbers of meals for assigned routes.
3. Delivers meal to each scheduled recipient.
4. Collects donations for meals if offered; returns all donations to scheduler after deliveries are completed.
5. Notes visible changes in site operations; communicates this information to staff for follow-up.
6. Unpacks and cleans food delivery containers after completing scheduled deliveries.
7. May assist with packing meals, cleaning, serving or other routine duties at the summer lunch sites.
8. Actively participates with the Summer Lunch Program outreach throughout the county.
9. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.

*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:***

- California driving laws and regulations;
- geographic locations in which meals are to be delivered.

### ***Skill in:***

- planning the delivery route in an efficient manner;
- safely driving a motor vehicle;
- following oral directions;
- reading street maps;
- performing work independently, without close supervision;
- working cooperatively and communicating effectively with other agency personnel;
- communicating effectively with and being sensitive to the changing needs of children to whom the meals are delivered.

## **MINIMUM QUALIFICATIONS:**

- Bilingual English/Spanish preferred.
- Must have a valid California driver's license, have access to drive a motor vehicle incidental to the performance of the work, and be insured.
- Must qualify to be insured with the agency vehicle insurance carrier.
- Must be able to lift and carry up to 50 pounds.
- Must be willing to work occasional evening and weekend hours.
- Must pass a criminal background check and maintain a clean record.

## **RATE OF PAY AND HOURS:**

- This is a limited-term, non-exempt, 25 hour/week position.
- Hours will typically be Monday-Friday, with occasional evening and weekend hours required.
- The entry salary for this position is \$13.39/hour (plus a \$0.40 per hour bilingual differential after passing a test administered by the Human Resources Department).

## **UNION:**

The Summer Lunch Meals Driver position is represented by the SEIU bargaining unit.

## **BENEFITS:**

- Paid holidays and sick leave, pro-rated.
- Paid lunch if applicable.

## **TO APPLY:**

- Please submit your Community Bridges application by email ([hr@cbridges.org](mailto: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.
- The Community Bridges general application may be downloaded at: <https://www.communitybridges.org/employment/>.
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

**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.**