



Kitchen Driver

Reports to: Senior Director / Food Services

Position Classification: Non-Exempt; Hourly

Position Summary: Meals On Wheels of Tampa (MOWT) Kitchen Driver will deliver food throughout the Tampa Bay area. May be asked to work in kitchen to support the overall mission.

Position Skills & Qualifications:

Must have a valid Florida driver's license and clean driving record

Must be able to meet the physical and environmental demands of this position

- Able to lift up to 50 pounds without restriction
- Able to reach overhead with both dominant and non-dominant hand
- Able to walk, stand, stoop, handle, talk, hear, taste and smell
- Able to handle extreme cold, extreme heat and proximity to moving mechanical parts.

English Speaking with good communication skills

Duties and Responsibilities:

- Accurately pack coolers, hot bags and load trucks for deliveries to MOWT Pick Up Site Locations and/or MOWT Partners
- Understand delivery schedule requirements and management tasks accordingly
- Foster professional and positive relationships with volunteers and community partners; communicate any feedback promptly to management
- Keep assigned vehicle clean and gas tank filled
- Assist kitchen staff with sweeping, mopping, garbage and other items
- Assist with overall organization and cleanup of the coolers, freezers and storage areas
- Follow all MOWT guidelines and procedures; follow all Hazard Analysis and Critical Control Points (HACCP)
- Maintain flexibility as responsibilities and duties may change as determined by the needs of the mission and program
- Complete required training as instructed and on time
- Support the mission, vision, and culture of the organization by providing friendly and respectful interactions and customer service toward all staff, visitors and volunteers
- Be an active and enthusiastic participant to the MOW team
- Other duties as assigned



Competencies:

The following competencies are representative of the specific skills, abilities and attributes to perform this job successfully.

Teamwork:

- Balances team and individual responsibilities.
- Exhibits objectivity and openness to others' views.
- Gives and welcomes feedback.
- Contributes to building a positive team spirit.
- Puts success of team above own interests.
- Uses appropriate workplace language

Dependability:

- Responds to requests for service and assistance.
- Follows instructions and responds to management direction.
- Takes responsibility for own actions.
- Meets attendance and punctuality guidelines.

Personal Appearance:

- Dresses appropriately for position.
- Follows proper uniform and hygiene guidelines.
- Well-groomed.

Customer Service:

- Displays courtesy and sensitivity.
- Meets commitments.

Job Knowledge:

- Competent in job skills and knowledge of equipment such as slicers, ovens, cook top, and steamer.
- Competent with all small wares such as can openers
- Understands the size of scoops necessary for proper serving sizes.
- Exhibits ability to learn and apply new skills.
- Displays understanding of how job relates to others.
- Requires minimal supervision.
- Uses resources effectively.