



Stock and Maintenance Worker

Reports to: Senior Director / Food Services

Position Classification: Non-Exempt; Hourly

Position Summary: Meals On Wheels of Tampa (MOWT) Stock and Maintenance worker will ensure all deliveries are put away properly and in a timely manner as to not interfere with any health and safety guidelines. Product will be dated for date received and FIFO methods are used. Maintain the cleanliness of building, equipment, walls, coolers, freezers and floors. Maintain equipment and address basic maintenance concerns inside and outside of facility. Walk the property daily and observe any maintenance concerns and cleanliness.

Position Skills & Qualifications:

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

- Able to lift up to 35 pounds
- 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.

Must speak and communicate in English

Duties and Responsibilities:

- Works under the supervision and direction of the MOWT Facilities and Fleet Manager
- Stock all deliveries in a timely manner
- Maintain the cleanliness of equipment, wall, coolers, freezers and floors.
- Assist with the organization of meals for all program deliveries
- Monitor all gages and equipment inside an outside the facility to ensure working order
- Complete daily check list to identify concerns and report to immediate supervisor
- Maintain equipment and address basic maintenance concerns on the inside and outside of facilities.
- Follow all MOWT guidelines and procedures.
- Prepare part request to repair equipment, hand in to the Facilities and Fleet Manager to purchase.
- 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 MOWT team
- All 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 all kitchen equipment.
- Competent with basic tools and their uses
- Exhibits ability to learn and apply new skills.
- Displays understanding of how job relates to others.
- Requires minimal supervision.
- Uses resources effectively.