



Delivery Driver

Position Description

Reports: to The Food Service Director

This position is non-exempt

Responsibilities: This individual will be responsible for the delivery of food and mail to various Guild of St. Agnes centers. The individual must pass and maintain a successful B.R.C. and Fingerprint check, and successfully complete random drug and alcohol screenings.

Essential Functions:

- Valid Driver's License
- Clean driving record
- Ability to lift up to 50 pounds
- Ability to walk, stand and bend
- Must be proficient in English

Specific Responsibilities:

- Loading and unloading Cambrio ovens containing food and other supplies
- Transporting food to various sites in a safe, timely and efficient manner
- Cleaning of Cambrio daily at the end of the shift
- Maintaining the cleanliness of the vehicle on a daily basis
- Delivery of interoffice mail and supplies
- Ensuring the vehicle has enough fuel for the next driver (at least half a tank)
- Check fluids and oil weekly
- Report maintenance problems with the vehicle promptly to transportation
- Report to work promptly at 8:30am ready to work
- Perform various kitchen tasks as assigned.

Name: _____ Date: _____

September 2011