

JOB ANNOUNCEMENT

(Please see end of document for application information)

Position: Food Service Courier (**Food Services Specialist III**) - TEMPORARY
Department: Early Learning And Family Services
Reports To: Site Coordinator III
Status: Non-Exempt
Salary Level: 2 (\$11.50 to \$13.96 per hour)
*Candidate offers consider experience, qualifications and internal equity
Schedule: PT (20 hrs/wk; Monday-Friday; 7:00 am-11:00 am)
Location: Bellingham
Benefits: The Opportunity Council provides paid health leave and holidays, along with a culture that supports staff and their families.

JOB SUMMARY:

The Food Service Courier is responsible for delivering prepared meals and food service items to various centers and returning unused food and storage items to a central kitchen site. Coordinates loading and unloading of items following center meal distribution instruction and safety guidelines. Picks up intra-office mail at central office and delivers to sites on food service delivery route. Picks up outgoing intra-office mail at sites on food service delivery routes and delivers to central office. Maintains working knowledge of Head Start Performance Standards, state ECEAPS standards, agency policies and procedures and other applicable regulations.

ADDITIONAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

1. Loads the food service delivery truck and check against the menu and other notations to assure accuracy.
2. Delivers food and related items and intra-office mail to center sites as scheduled, following system for assuring delivery of correct items.
3. Organizes unloading following appropriate safety measures.
4. Loads food service items to be returned to the central kitchen assuring that food items are being properly stored and or refrigerated.
5. Delivers and unloads at the central kitchen following safe food handling and storage procedures.
6. Follows maintenance procedures related to use of food service delivery truck. Report problems promptly.
7. Promptly communicates messages and/or concerns to the appropriate kitchen or center staff.

OTHER RESPONSIBILITIES:

1. Participate as a team member with central kitchen staff.

EDUCATION, EXPERIENCE, TRAINING REQUIREMENTS:

1. Previous experience driving vehicles larger than a passenger vehicle preferred.

SPECIAL REQUIREMENTS:

Valid Washington State Driver's License at time of hire. Good driving record. A three-year driving abstract must be submitted prior to hire date.

ADDITIONAL SKILLS AND ABILITIES REQUIRED:

1. Ability to drive a one-ton truck safely and identify and report safety and maintenance issues.
2. Ability to work as a team member and independently.
3. Ability to follow established policies and procedures, and instruct others.
4. Ability to read and interpret instructions, maintain records, and effectively communicate with others.

5. Proficient in the use of computers and related information technologies for agency communications and record keeping requirements.
6. Ability to adapt interpersonal skills in response to individual styles, personalities and cultures.

OTHER SKILLS

R = rarely O = occasionally F = frequently

Activity	R	O	F
Instruct groups of children			
Follow one or two step instructions			
Carry out detailed but uncomplicated instructions			
Solve practical problems			
Arithmetic calculations involving fractions, decimals, %			
Follow verbal or written instructions			
Exchange basic information or data			
Interview to gather information			
Advise others on alternatives/options			
Communicate and maintain composure			

Equipment:

Kitchen equipment and utensils

Computer/printer

iPad

Telephone

PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:

R = rarely O = occasionally F = frequently

Physical Activity	R	O	F
Sitting			
Stationary standing			
Walking			
Crouching (bend at knee)			
Kneeling/crawling			
Bend at waist			
Twisting (knees/waist/neck)			
Climbing			
Grasping			
Driving a car			
Repetitive motions (keyboard/data entry)			
Lifting/Carrying: 60 pounds			

Sensory Activities	R	O	F
Talking (in person/on phone)			
Hearing (in person/on phone)			
Vision for close work			

Safety requirement:

Shoes that will accommodate climbing and running.

ADDITIONAL REQUIREMENTS UPON HIRING:

1. Must have initial health examination indicating you are fit for duty and free from communicable disease within 60 days of hire. Medical checkups are required every two years thereafter.
2. Must have TB test and submit test results prior to hire date.

3. Must submit to a criminal record check to ascertain that the applicant has not been convicted of a child abuse or neglect offense per Washington State Child Abuse Law (Ch. 486, Laws of 1987) or DSHS licensing requirements.
4. Must have current First Aid card and Infant/Child CPR training (or obtain within 30 days), and must maintain current certificates for length of employment.

WORKING CONDITIONS:

Work is performed driving a food delivery truck in all weather conditions. May be exposed to dusty, wet or muddy environments. Requires constant travel. Food delivery and vehicle maintenance tasks are completed as needed in central commercial kitchen, classroom center, office, or parking lot.

JOB PURPOSE:

Works with staff to provide food service to preschool aged children.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Checks delivered food for quantity, quality and safety.
- Takes inventory and ordering food service and center consumable supplies.
- Maintains relevant records related to food service.
- Prepares food on site when central kitchen does not ship meals.
- Purchases food when central kitchen is not in operation.
- May deliver food to sites.

OTHER RESPONSIBILITIES:

- Other related duties as assigned
- Attends all staff meetings and trainings as required.

EDUCATION/EXPERIENCE REQUIREMENTS:

- A high school diploma or equivalent; and
- Minimum six months experience in quantity food service preparation, preferably for children.

SKILLS AND ABILITIES REQUIRED:

Competencies:

- Team Player: Shares resources, responds to requests from other parts of the organization, and supports larger legitimate organization agendas as more important than local or personal goals.
- Critical Thinking: Takes initiative, anticipates next steps, and problem solves issues to keep the work moving forward.
- Integrity: Thinks and acts ethically and honestly, applying ethical standards of behavior to daily work activities
- Customer Orientation: Views the organization through the eyes of the customer and goes out of his/her way to anticipate and meet customer needs.
- Cultural Competency: Respects and interacts effectively with people of diverse cultures and socio-economic background; has an awareness of his/her own cultural worldview and its impact on perspective
- Organizing and Planning: has strong organizing and planning skills that allow them to be highly productive and efficient; manages time wisely, and effectively prioritizes multiple competing tasks.
- Composure: maintains emotional control, even under ambiguous or stressful circumstances; demonstrates emotions appropriate to the situation and continues performing steadily and effectively.
- Sensitivity: values and respects the concerns and feelings of others: behaviors communicate empathy toward others, respect for the individual, and appreciation of diversity among team members
- High Standards: establishes and models standards that guarantee exceptional quality and necessary attention to detail; continually seeks to improve processes and products.

TO APPLY:

Application and application instructions may be found at: www.oppco.org. Paper copies of the applications may be picked up at: Opportunity Council, 1419 Cornwall Ave., Bellingham, WA 98225

Applications must be received no later than **4:00 pm, Wednesday, November 28, 2018**

A private nonprofit Community Action Agency working as a catalyst for positive change in our communities and the lives of low-income and disadvantaged people - serving Whatcom, Island, San Juan, Skagit, and Snohomish counties. EOE