

**Position: Transporter/Delivery/Custodial – CACFP Nutrition**

**Job Status: Grade 5, Step depending on experience and qualifications**

**I. General Responsibilities:**

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

**II. Minimum Qualifications:**

- Performs all job responsibilities in a safe manner
- Must have basic knowledge of basic nutrition, food storage techniques, proper sanitation techniques and food preparation skills
- Provide safe transportation to deliver USDA-CACFP food products
- Perform and follow daily pre and post trip inspection guidance
- Experience driving commercial vehicles and knowledge of Texas driving regulations
- Must have an acceptable driver's record
- Intermediate level decisions needed to adhere to safety and scheduling considerations
- Ability to work independently
- Must have good verbal and written communication skills
- Must not have prior convictions of abuse/neglect
- Ability to maintain records or willing to learn
- FBI Background Clearance and current enrollment in Child Care Division-Criminal History Registry
- Must pass pre-employment physical and have current TB skin test/chest x-ray with negative results
- Must have food safety and sanitation training

- Physical capability, strength and coordination adequate to drive a delivery vehicle
- Frequent bending at neck, waist and knees and occasional squatting
- Occasional climbing of steps to enter and exit vehicle and/or storage facilities
- Lifting in excess of 50 pounds to load and unload delivery items is necessary
- Daily sitting, about 75% of working day

**\*Documented on-the-job EOAC education and/or experience may be used as an equivalent to some of the experience qualifications**

### **III. Specific Responsibilities:**

1. Ensure safety is a priority in performing all job responsibilities and ensuring the safety policy is adhered to
2. Transport and deliver CACFP products and prepared meals in a two county area according to established schedules in a safe and timely manner
3. Follow established transportation policies and procedures
4. Be familiar with emergency procedures and implement as needed to assure safety
5. Maintain a safe and clean vehicle and follow vehicle maintenance schedule daily
6. Follow step-by-step activities as outlined in grants, contracts, and policies and procedures
7. Perform other relevant responsibilities as required by the program
8. Maintain current valid driver's license and liability insurance at all times on any personal vehicle used to conduct EOAC business
9. Model the Respectful Workplace Policy when interacting with EOAC customers, community members and colleagues
10. Knows and follows Health Department rules on sanitation
11. Clean and sanitize dishes, tableware, pot, pans, etc. in a timely manner
12. Sweep and mop food service area as often as required
13. Ensure disposal of garbage each day

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Head Start/Early Head Start

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14. Take temperature of cooked foods that will be transported to make sure the food maintains a temperature of 140°F or above
15. Wash dishes and store them at the appropriate site
16. Clean and sanitize food transport carriers daily
17. Transfer cooked meals and snacks from pans to serving bowls
18. Participate in professional development, sometimes off-site, at the request and support of supervisor
19. Must be responsible, able to handle confidential material, able to organize effectively and able to work independently
20. Assure that a positive image of EOAC is portrayed at all times
21. Must have CPR/First Aid certification
22. Other duties as assigned

**Immediate Supervisor:**      **Site Center Director**  
**Secondary Supervisor:**      **Nutrition Manager**

**Date of Approval** \_\_\_\_\_