



COMMUNITY ACTION PARTNERSHIP OF LAKE COUNTY

Job Announcement Position Description

POSITION TITLE: Food and Supply Driver	DEPARTMENT: Head-Start LOCATION: Glen Flora
	REPORTS TO: Kitchen Manager

PURPOSE:

The food and supply driver is responsible for assisting in receiving organizing and delivering all food, other supplies, mail and checks to each center. He/she maintains proper documentation and keeps the delivery vehicle area clean and sanitary.

MAJOR RESPONSIBILITIES: *(other duties may be assigned)*

- Deliver food, supplies and mail to all off site preschools. (Head-Start and private pre-schools)
- Keep daily mileage logs
- Keep loading area clean (snow, ice, debris. Garbage, etc..)
- Clean and sanitize delivery vehicles as need, every Friday
- Load and unload food delivery bags. Sanitize bags after each use.
- Put together any dry food storage items for all off site pre-schools. (i.e. condiments, cereals, bread, etc...) All items are to be put together one day in advance.
- Put together and deliver milk and juice to all off site pre-schools. All milk must be delivered with ice. Keep at least 20 bags of ice in stock, in the freezer.
- All employees at CAPOLC are expected to be team players; in case you should have some down time, please help other staff if needed. Remember your work assignment is priority.
- Turn in check acknowledgement sheets upon completion of delivering payroll checks.

QUALIFICATIONS:

- Basic skills; reading, writing, speaking, listening, basic math
- Able to bend, lift, stoop, reach, stand, push, pull and grasp
- Ability to communicate with staff, parents, children and community agencies
- Organizational skills

EDUCATION AND EXPERIENCE REQUIREMENT:

- High school diploma or GED
- Food Sanitation certificate *(preferred within 3 months of obtaining the position)*

For more information on this position contact:
 Theresa Barnes, Human Resource Coordinator, (847) 249-4330 ext. 3317
 Email resumes to: theresa.barnes@caplakecounty.org

Adventure Kids Child Care • CSBG • Head Start • Housing • LIHEAP • Partners in Business • Prevention Services • RSVP • Weatherization

