

Maui Economic Opportunity, Inc.

Job Description



Job Title: Food Delivery Driver
Department: Administration
Reports To: Executive Administrative Assistant
FLSA Status: Non-exempt
Prepared Date: September 2019
Updated Date: June 2020
Pay Grade: H-1

SUMMARY:

Provides food delivery to/from cafeteria to/from classrooms locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides efficient timely delivery service to/from cafeteria to classroom.
- Maintains schedule to deliver food on time.
- Ensures that temperature is taken prior to leaving cafeteria.
- Promotes and maintains safety culture for staff and clients.
- Regular attendance.

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- None

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to utilize own vehicle to deliver food.
- Skill in being organized, detail and task oriented.
- Ability to use good judgment.
- Excellent interpersonal skills, which include, verbal, written and listening.
- Ability to drive safely and use good hygiene.
- Ability to deliver food on time.
- Must be able to pass background screening.

EDUCATION and/or EXPERIENCE:

- High School or GED preferred.

LANGUAGE SKILLS:

- Ability to read, write and communicate effectively.
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MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

REASONING ABILITY:

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- Ability to solve practical problems.
- Works well under pressure.
- Cooperative and polite team player.
- Ability to interact, relate and have compassion for persons with mental and/or physical disabilities.
- Ability to interact and relate to children and families.
- Ability to establish working relationships with appropriate community agencies.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license and access to an insured vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently required to sit; use hands to finger, handle, or feel; and talk or hear.
- Occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Occasionally exposed to moving mechanical parts and outside weather conditions.
- The noise level in the work environment is usually moderate.