



## **Goodman** Community Center

### **Driver 2019**

#### **Part-time 10+ hours per week (Thursday & Friday)**

Option to pick up additional hours as available

#### **Job Reports to Catering Manager**

#### **Position purpose:**

This position supports the execution of Working Class Catering delivering offsite contracted meals and picking up catering supplies.

Our catering hosts meals on site at the Goodman Community Center buildings, offsite at various venues around Dane County, and a daily week-day program meal service to select Madison locations.

#### **Responsibilities/Duties/Functions/Tasks**

- Adhere to food handling, and personal hygiene and sanitation requirements of the Center's Kitchen & Program policies, licensing and USDA food program guidelines and requirements.
- Obey all state and local traffic and motor vehicle laws and adhere to all GCC van user rules.
- Report any accident immediately to your supervisor. Complete required report from glove box and GCC Incident report.
- Report any mechanical problems or safety hazards immediately to your supervisor and the Office Manager or Director of Operations.
- Report any moving violations immediately to Human Resources Director.

#### **Qualifications**

- High School Diploma or equivalent.
- At least one year of licensed driving experience.
- Valid Driver's license and good driving record.
- Dependable.
- Strong customer service skills.
- Ability to pass criminal background check.
- Meet physical requirements of getting in and out of van and sitting for up to 1 hour.
- Ability to lift 60 pounds from ground into back of delivery vehicle.

Employee acknowledgement/date \_\_\_\_\_

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*