FOOD SERVICES DELIVERY COORDINATOR

DEFINITION
Under general supervision, supervises the preparation, packaging, and delivery of home delivery meals; Coordinates the work of home delivery meal drivers and volunteers, delivery of prepared meals from central kitchen to home delivery clients and procedures for safety food handling.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Supervises the preparation, packaging and delivery of home delivery meals;
- Coordinates the work of home delivery meal drivers and volunteers and the delivery of prepared meals from central kitchen to home delivery clients;
- Coordinates home delivery meal preparation according to menu cycle;
- Maintains route sheets for drivers and records of home delivered meals;
- Supervises blast freezing procedures for frozen foods;
- Monitors, supervises and enforces guidelines for safe food handling.
- Recruits home delivery meal drivers and substitutes;
- Delivers meals and inquires satisfaction of home delivery;
- Inputs data and runs reports for statistical information related to home delivery;
- Fills orders for supplies and materials needed;
- Attends quality assurance meetings.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of safe food handling guidelines and procedures, food packaging regulations and techniques and of blast freezing procedures;
- Skilled in maintaining accurate records, monitoring the work of assigned staff, and in establishing and maintaining positive and productive working relationships;
- Ability to work independently and with a team, to demonstrate a strong work ethic and provide and follow oral and written instructions in English.
- Proficiency in a second language such as Spanish is desirable.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in office and kitchen environments. Work may require frequent standing, walking, bending and lifting up to 20 pounds. Incumbents May be exposed to repetitive motion, extreme temperatures, sharp objects or utensils, hazardous chemicals and infectious diseases.

QUALIFICATIONS
A high school diploma or equivalent, AND three (3) years experience in food preparation, packaging or delivery OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid Food Handler’s Certificate and California Driver’s License. May be required to obtain and maintain a Food Handler’s Certification within six months of employment.