

# Delivery Driver & Kitchen Prep Assistant

**(Temporary, Full-Time)**

**All Daylight Hours, Monday-Friday, Weekends Off, Air-Conditioned Kitchen**

## POSITION SUMMARY

**\*\*This position requires a valid PA driver's license. Applicants without a license will not be considered. \*\***

The Delivery Driver & Kitchen Prep Assistant position is a temporary, full-time (**March 01, 2025– August 22, 2025**) role at Heritage Community Initiatives and will perform a wide variety of duties within Heritage Nutrition Services. Under the direct supervision of the Assistant VP of Nutrition Services, the Delivery Driver will assist with delivering and prepping meals for children and seniors on a daily basis. The duties performed by the Delivery Driver & Kitchen Prep Assistant are broad, flexible, and entry level.

## RESPONSIBILITIES

Delivery Driver & Kitchen Prep Assistant responsibilities include but are not limited to:

- Transporting meals to various locations in a safe and timely manner utilizing company vehicle & follow a specified schedule, with most efficient routes to avoid delays.
- Collecting any and all small wares (chafing pans, lids, etc.) from previous deliveries to bring back to the Nutrition kitchen.
- Ensuring all delivered meals are checked and signed off upon arrival with a documented meal delivery sheet.
- Communicating any concerns, issues, shortages, temperature issues with the Executive Chef immediately for resolution.
- Showing up to all sites & locations in a timely manner, as scheduled.
- Establishing positive relationships with teaching staff, children, families, and contract site managers/directors.
- Assisting in prepping and cooking food for breakfast, lunch, snack, and dinner.
- Ensure all special diets/allergy meals are delivered to the correct contracted location.
- Ensuring that the kitchen area is free of hazardous materials, objects, and situations.
- Cleaning and sanitizing all kitchen equipment according to regulations.
- Washing dishes and maintain a clean kitchen.
- Removing and disposing of garbage to keep the workspace sanitary.
- Ensuring all meals, delivered & prepared, in-house or delivered offsite, have been fully cooked to proper temperature and are being held at the proper temperature.
- Working cooperatively and effectively as a team member.
- Following all policies set forth by Heritage Community Initiatives and partners.
- Completing all necessary trainings for the position.
- Assisting with the implementation of Heritage Community Initiatives meal programs on a daily basis.



- Assisting with cooking, portioning, and recording meals to be transported to the required sites.
- Other duties as assigned by the Manager of Nutrition Services and Assistant VP of Nutrition Services.

### **Qualifications**

- Must have a valid Pennsylvania Driver's License
- Ability to frequently lift or move weight as in lifting, carrying, or holding items 30+ pounds
- Ability to walk or stand for long periods
- A minimum of one (1) year experience in a food preparation service
- High school diploma.
- Current FBI, Child Abuse, National Sex Offender Registry (NSOR) and State Criminal Background Clearances as well as applicable Out of State Clearances (State and Child Abuse)
- Current health assessment and TB test
- Experience supervising youth under the age of 18 is preferred
- Self-starter

For over 40 years, Heritage Community Initiatives has been committed to positively impacting the socioeconomic mobility of those they are privileged to serve throughout over 75 communities in Eastern Allegheny County. Their distinctive combination of the highest-quality Transportation, Education, and Nutrition programs allows Heritage to be uniquely positioned to continue its long-standing mission for thousands of under-resourced individuals, families, and children in affordable and measurably impactful ways. For more information, visit [HeritageServes.org](http://HeritageServes.org). We are looking for exceptional individuals to join our team of dedicated professionals—nearly 20% of whom have been with us for over a decade.

**Applicants are asked to send a cover letter and a copy of your resume to [humanresources@heritageserves.org](mailto:humanresources@heritageserves.org) and please visit our website for additional information about Heritage Community Initiatives - [www.heritageserves.org](http://www.heritageserves.org).**