

Delivery Driver

(Temporary, Full-Time)

\$500 SIGNING BONUS AVAILABLE *

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 position is a temporary, full-time position during our Summer Session **June 3, 2025 – August 30, 2025** at Heritage Community Initiatives and will perform a wide variety of duties within Heritage Nutrition Services. Under the direct supervision of the Executive Chef, 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 are broad, flexible, and entry level.

RESPONSIBILITIES

Delivery Driver 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 smallwares (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.
- Assisting in prepping and cooking food for breakfast, lunch, snack, and dinner.
- 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.
- Establishing positive relationships with teaching staff, children, families, and contract site managers/directors.
- Ensuring all meals, delivered & prepared, in-house & offsite, have been fully cooked to proper temperature and are 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 the Summer Food Service Program on a daily basis.



- Assisting with cooking, portioning, and recording meals to be transported to the required sites.
- Other duties as assigned by the Executive Chef and Director 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 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. 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.

*Certain eligibility requirements apply

Applicants are asked to send a cover letter and a copy of your resume to humanresources@heritageserves.org and please visit our website for additional information about Heritage Community Initiatives - www.heritageserves.org.