



PROFESSIONAL OPPORTUNITY

KITCHEN PREP ASSISTANT & DELIVERY DRIVER

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

POSITION SUMMARY

The Kitchen Prep Assistant & Delivery Driver position is a full-time position 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, the Kitchen Prep Assistant & Delivery Driver will assist with delivering and prepping meals for children and seniors on a daily basis. The duties performed by the Kitchen Prep Assistant & Delivery Driver are broad, flexible, and entry level.

RESPONSIBILITIES

- 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 AVP of Nutrition 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.
- Ensuring all prepared meals are complete and follow CACFP/ SFSP standards of compliance.
- Other duties as assigned by the Culinary Lead of Nutrition Services and Assistant VP of Nutrition.

QUALIFICATIONS AND SKILLS

- Candidates must hold a valid driver license with a clean driving record, as safe timely deliveries are a key part of this role.
- 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

Heritage provides an outstanding benefits package, which includes but is not limited to:

- UPMC Health Plan coverage
- Short-term disability, long-term disability, and basic life insurance
- 3 ½ weeks of accrued PTO in the first year of employment PLUS paid holidays (on average 9-11 days)
- Flexible Spending Account
- 401(k) plan with match
- Child Education Benefit at Heritage Community Initiatives' Education programs
- Longevity and Milestones of Service cash awards
- Permanent referral program cash bonus
- Financial Wellness program

Heritage Community Initiatives is the only non-profit dedicated to three essential elements of socioeconomic mobility: transportation, education, and nutrition. For 43 years, we have been privileged to serve thousands of individuals from nearly 80 communities throughout Allegheny County. 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 more than a decade. We look forward to hearing from you and discussing our robust compensation and benefits package as well as how Heritage Community Initiatives can play a key role in your career path.



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.