



**TOTAL ACTION AGAINST POVERTY  
JOB DESCRIPTION**

**JOB TITLE:** Food Service Transportation Aide (Temporary)

**COMPONENT:** Head Start

**SALARY:** \$8.00/hour

**CLASSIFICATION:** Non-Exempt

**DEFINITION AND PURPOSE:**

The primary function is to assist in all kitchen related aspects of the delivery of food from the Central Kitchen to various Head Start sites and cleaning/janitorial responsibilities of the kitchen. Perform varied food service tasks including packaging of food, cleaning equipment and facility and transferring stock. Will work under supervision and will be given detailed instructions on assignments other than routine. Work is reviewed through observation and inspection.

**ORGANIZATIONAL RELATIONSHIPS:**

Supervised by: Food Service Manager

Supervises: No one

Coordinates with: Kitchen staff and center staff

**RESPONSIBILITIES:**

- Assists in the delivery of food containers to child development centers daily.
- Packs food for delivery daily.
- Opens food cartons and crates upon receiving and maintains stockroom as needed.
- Maintain cleaning supplies in development center kitchens weekly.
- Carries food to/from stockroom, freezer and refrigerators upon request.
- Prepares food transport containers for packaging/delivery as needed.
- Cleans floors, packaging area, storage (dry), freezers and refrigerators upon request.
- Washes dishes, pots, pans, silverware, etc. daily.
- Performs other duties as assigned and required.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to understand and follow oral and written instructions

**TRAINING, EDUCATION AND EXPERIENCE:**

- High school diploma or GED.

**SPECIAL REQUIREMENTS:**

- Reliable transportation.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.
- Able to squat, bend, and interact with children.
- Good physical condition and able to repeatedly lift up to 50 pounds.
- Able to work long hours while standing.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

*Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.*

TAP hires only U.S. Citizens and lawfully authorized aliens.

**Affirmative Action/Equal Opportunity Employer/Drug Free Workplace**  
*Bilinguals Encouraged to Apply*