

Food Driver and Delivery Support Staff

POSITION SUMMARY:

The Food Driver and Delivery Support Staff will report to the Food & Nutrition Program Specialist and will perform duties of food transport and delivery. In order to excel, delivery drivers need not only to be expert operators of their vehicles but also highly professional customer service representatives. Drivers must adhere to high standards of punctuality and personal presentation, delivery drivers must always consider the public-facing nature of their role.

REPORTS TO: *Food & Nutrition Program Specialist*

ESSENTIAL FUNCTIONS:

Food Transport

- Driving at all times in a legal and professional manner
- Loading and unloading goods – which may include carrying items up to 25 lbs in weight
- Transporting goods to and from a variety of locations
- Stacking and storing food items in their proper location at the center site

Food Delivery to Families & Elderly

- Ensuring punctual delivery and optimal condition of food items upon arrival
- Providing professional customer service at all times

Tracking of Delivery Items

- Completion and management of all documentation related to deliveries, including receipt of delivery by families

Other/Miscellaneous

- Other duties, as assigned

REQUIRED QUALIFICATIONS:

The Food Driver and Delivery Support Staff will be thoroughly committed to the Cape Verdean Association of Boston's mission. Concrete demonstrable experience and other qualifications include:

- High School Diploma
- Valid Driver's License
- Ability to lift food boxes and bags weighing no more than 25 lbs
- Skills for organization and calendar management
- Ability to clearly and effectively communicate ideas verbally and in written format
- Experience working with community residents across language and cultural difference
- Interpersonal skills and ability to work cooperatively with others

PREFERRED QUALIFICATIONS:

- Fluent and/or proficient in the Cabo Verdean Kriolu language
- Experience working within multiple cultural contexts
- Past experience working in Dorchester, specifically the Bowdoin-Geneva communities

COMPENSATION:

- Hourly rate is \$18 – \$22 dollars per hour
- The position requires 10-15 hours per week of work