

KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

JOB DESCRIPTION

MOBILE MEALS KITCHEN

JOB TITLE: Operations Associate III-Full-time at 37.5hrs per week

SUMMARY: An employee in this classification receives general supervision from the Mobile Meals Kitchen Manager and the Nutrition Services Director and receives daily oversight from the Mobile Meals Kitchen Operations Senior Coordinator. Employee must clearly and consistently follow established procedures, commit to a high level of commitment to quality and strict adherence to sanitation guidelines. This position primarily focuses on the receiving, packing and distribution of food through front-line service at pick-up or delivery of menu items created by the Mobile Meals Kitchen. This position ensures quality, accuracy and compliance in day to day work flow. Interacts and supports production through daily traying, cupping, counting and packaging of food with responsibilities in the pre-prep and receiving area this position may work with lead cook or management to produce food as needed. Responsible for collection of required forms completed for program compliance. Supports receiving, shelving and quality control of food product as it is delivered to the facility. This position includes counting hot and cold food to ensure order accuracy. This position assists in the daily sanitation of the Mobile Meals Kitchen, including the sanitizing of all equipment, floors, pots, and pans. Also serves as support to Management team on equipment management and repair. This position requires the operation of agency vehicles to transport meals to homebound seniors, people with disabilities, and children or large order drops to distribution meal sites throughout the region.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for counting and packaging food items for distribution and completes required documents for compliance for multiple contracts and the home-delivered/congregate programs. Heats food item, counts cold or shelf stable supplies and loads coolers before distribution.
- Completes logs used for checking and recording temperatures in preparation of menu items for delivery.

- Supports food production and packaging by opening food supplies or replenishing packaging line.
- Completes assigned tasks from the daily sanitation program of Mobile Meals Kitchen, including mopping floor.
- Assists in the washing and sanitizing of equipment, pots, and pans.
- Assists with receiving to ensure timely shelving of all supplies and stock for production. Completes quality checks and documents and communicates vendor issues at the time of delivery.
- Assists in the troubleshooting of equipment and performs general building maintenance.
- Drives vehicles on official business only on designated routes to deliver meals, coolers, and other items for the Mobile Meals Kitchen.
- Keeps accurate, detailed log of miles driven and other activities as instructed. During delivery, collect contributions and forms that are turned in as instructed. In order to facilitate accurate invoicing.
- Log in and out daily and maintain close communication with dispatcher and/or MMK managers/coordinators at all times.
- Responsible for performing daily safety and maintenance checks of assigned vehicle.
- Assume personal and full responsibility for interior cleanliness of assigned vehicle, plus the outside of all windows. Monitors, record, and helps determine action plan to maintain the interior cleanliness of vehicles as they are loaded at the kitchen.
- Report vehicle defects or maintenance problems to the MMK operations Senior Coordinator to be recorded with Fleet Manager
- Keep accurate records, report route sheet changes, and report any changes in client condition on assigned meal delivery routes.
- Works a flexible schedule including bad weather and holidays as required.
- Other duties as required for the success of the program.

Knowledge and Abilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must have a high school diploma, GED certificate or an equivalent combination of education and work experience.
- Must be able to evaluate situations and make appropriate decisions.
- Must have excellent interpersonal skills and the ability to relate effectively with a diverse kitchen staff, community volunteers, and the general public.
- Must have ability to communicate effectively, both orally and in writing.
- Must be able to follow instructions furnished in written, oral, computer-generated, schedule or diagram form and perform basic math functions.
- Must be able to work in coolers and freezers to count and pack meals.
- Must be able to work while standing for long periods of time.
- Must be able to accurately count and pack large quantities of food.
- Must complete food safety training as assigned by Manager.
- Must be able to pass criminal background screening.
- Must be able to pass physical, including the ability to lift, push, and pull up to 50 pounds.
- Must have an excellent driving record.
- Must be able to operate a computer and a mobile data terminal or tablet.
- Must be able to pass a post offer drug screen.
- Must be able to report to work in adverse weather conditions.
- Must be able to work Thanksgiving and Christmas Day.
- Must have excellent time and attendance.
- Must be willing to transport food in personal vehicle on an as needed basis (mileage reimbursed).

Preferred Qualifications:

- Post-high school food service training
- Food service experience
- Experience working with volunteers
- Prior commercial driver experience

Salary & Wage Scale: Skill Level 7/\$34,047 annually/\$17.46 per hour

To Apply: <https://www.knoxcac.org/employment/> or email resume to cachr@knoxcac.org