Job Description

Job title: **Meal Delivery Supervisor**
Department: **Senior Nutrition Program/ Energy Department**
Reports to: **Senior Nutrition Program Manager**

FSLA Status: **Non-Exempt**

General Description

The Meal Delivery Supervisor is responsible for the safe and timely transportation of food and interoffice mail between the partner sites and the kitchen. The Supervisor will coordinate all routes, train van drivers, and coordinate maintenance, repair and registration of vehicles for the entire organization.

Primary Responsibilities

- Assist in recruiting, interviewing, coaching, evaluating, rewarding and discipline of senior meal delivery drivers
- Train Meal Delivery Drivers
- Develop and maintain efficient routes for deliveries
- Supervise and assist in packing of all food, beverages and supplies for efficient deliveries
- Oversee and ensure safe transport of meals and supplies and inter-office mail to each meal site, and maintain required schedule
- Ensure cleanliness of all food transport containers and vans on a daily basis
- Supervise and assist in daily chores to prepare for next day production
- Responsible for ensuring timely maintenance is completed on all company vehicles and complete associated records
- Responsible for ensuring each van is equipped with updated van binder
- Create/complete daily delivery forms
- Follow all Hazard Analysis Critical Control Points (HACCP) principles
- Follow all ServSafe principles
- Accurately maintain required records
- Hold weekly driver's meeting, and keep records
- Report any problems with vans to Program Manager, and communicate with others impacted by maintenance schedules
- Attend all training sessions and staff meetings
- Assist Food Service Manager as needed
- Fill in for Meal Delivery Drivers and associated job tasks (ie: washing dishes, vans, etc)
- Perform other duties as assigned

The minimum qualifications, dress code, physical demands and work environment characteristics described below are representative of those that must be met or will be encountered by an employee while performing the primary responsibilities of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the primary responsibilities.

Minimum Qualifications

- High School Diploma required
- Background in food service required
- Skills in motivating, coaching and supervising
- One year of experience in food service preferred
- One year supervisory experience preferred
- Must be able to read, speak and write English fluently; Bilingual preferred (Spanish, Mandarin, Cantonese)
- Ability to follow verbal and written instructions in English
- Proficient to excellent computer skills (ie: Outlook, Word, Publisher, Excel, Google Suite)
- Proficient use of social media and Internet
- Strong organizational skills
- Culinary math skills
- ServSafe Manager Certification, or become certified within 6 weeks of hire. Responsible for keeping current
- Must have own transportation for use on the job, valid California Driver's License, Auto Insurance and DMV record that is acceptable to Spectrum and Spectrum's Insurance carrier.

Dress Code

All ServSafe rules must be followed including:
- Fingernails are to be kept short. No false nails, nail polish, or false eyelashes allowed.
- No jewelry, such as necklaces, dangling earrings, watches, or bracelets.
- Only jewelry exceptions are plain metal band rings and small stud earrings.
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Physical Demands

- This work requires the following physical abilities: climbing, bending, kneeling, twisting, reaching, standing, sitting, walking, lifting, carry and relocating 50lbs
- Finger Dexterity for activities such as typing, use of the computer mouse, computer usage, recording money, grasping, repetitive motions
- Vision abilities required include close vision, distance vision and ability to adjust focus

Work Environment

- The work is performed indoors and outdoors
- Able to withstand extreme temperatures, hot and cold
- The noise level may be loud at times due to use of equipment in the kitchen
- The work performed outdoors is exposed to other motor vehicles

General Competencies

Interpersonal
- Strive for improvement in self and for Spectrum; make recommendations for improvements
- Respond timely to requests for information, service and assistance
- Demonstrate a positive and productive attitude; have an open mind and be objective, trustworthy, honest and ethical
- Maintain a high level of professionalism and confidentiality
- Treat each Spectrum employee/manager as if they were an internal customer

Organizational
- Use and conserve organizational resources efficiently and effectively
- Prioritize and plan work activities
- Demonstrate consistency, reliability, accuracy and thoroughness
- Show respect and sensitivity toward cultural differences
- Promote a harassment and discrimination free environment
- Follow or exceed organizational standards
- Adhere to company policy and procedure; support Spectrum's goals and values

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.