

LIFESCAPE COMMUNITY SERVICES/COMMUNITY KITCHEN, INC.

Job Description

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| Position: | Transportation Coordinator |
| Reports to: | Transportation/ Facility Supervisor |
| Salary: | \$13 per hour |
| Position Type: | Hourly- hours: 6:00am-2:00pm |
| Location: | Rockford |
| Supervision Exercised: | No |

Job Summary: To take hot/cold food and supplies to our Oregon Location and help load food and supplies into the correct drivers' trucks. Cover Oregon routes when needed. Other duties as assigned by your supervisor.

Essential Duties and Responsibilities include the following. Related duties may be assigned.

Responsibilities

- Must be able to lift and move 50 lbs. on daily basis.
- Must be able to drive and navigate with use of map, directions or GPS.
- Must be bondable.
- Must be organized and have ability to count accurately.
- Must be able to follow written and oral instructions.
- Must be able to adapt to schedule changes and unforeseen circumstances.
- Must be able to work independently

Primary Responsibilities:

General: This position is responsible for assisting transportation / facility Supervisor in managing of all delivery drivers, routing and the delivery of food to all locations in Ogle and Lee Counties. Assisting Transportation Supervisor in maintenance on all agency vehicles. Assisting in keeping track of all departmental purchases and completing the daily, weekly and monthly paperwork for the transportation department. Responsible for making sure Transportation Supervisor is aware all truck maintenance that are needed in a timely matter.

Essential Functions:

- Assure that meals and supplies are delivered to all dining sites, schools, daycares, special programs and home delivered clients at the proper temperatures and in a timely manner. Deliver food and supplies to the Oregon site as needed.
- Help load Oregon trucks to assure that drivers leave facility with properly loaded vehicles and correct product for each delivery.
- Train, schedule and supervise all meal delivery drivers know and drive all routes when needed to cover for driver absences.
- Maintain all agency owned vehicles in a safe, clean operation condition suitable for food service delivery. Schedule all maintenance for all agency owned vehicles utilizing agency purchase order policy and keeping detailed records of all repairs, maintenance and future work needed.
- Ensure that all drivers perform a daily safety check of all vehicles, assuring that all lights, signals, brakes and wipers are operating correctly. Keep records of all vehicle checks. Ensure a quarterly inspection of all vehicles.
- Track gas receipts for all Oregon vehicles.
- Other duties as assigned by Transportation Supervisor, COO, Director or the Executive Director
- Represent the agency professionally in manner, speech and dress.

Qualification: 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, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Requirements:

- Must be 21 years of age.
- Valid driver’s license and clean driving record.
- Speak and read English
- Must be able to work in a timely manner
- Must be a team player/and own your position
- Supervisory experience and computer literacy preferred.
- Must be able to work and communicate effectively with older persons, persons with sight and hearing impairments, and persons with a variety of economic, social, and cultural backgrounds with an emphasis on seniors.
- Must be able to perform the essential functions of the job.
- Not have been convicted within 3 years of the date of application of any of the following offenses involving the operation of a motor vehicle: Driving Under the Influence of alcohol and/or drugs (DUI), Reckless Driving, Leaving the Scene of an accident involving death or personal injury, Drag Racing, Manslaughter, Reckless Homicide, Reckless Conduct

Education and Experience:

High School Diploma or equivalent with minimum of 1year related experience.

I have received a copy of this job description.

Employee Name

Signature

Date