



WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

Personnel Department: Contingent Workforce Programs

JOB # 12-2009

Department Human Services Number of Positions 3 Wage \$17.02
Job Title Driver / Delivery Worker Location Seattle School District Central Kitchen/Various locations
Start Date 6/15/2009 End Date 8/25/2009 Work Scheduled Between 8:00 AM 2:30 PM
Summer Schedule up to 30 Hours/Week
Special Work Scheduling Requirements Start date may begin prior to work study award. First week will be 40 hours for training and then reduced to 30 hours per week. ½ hour lunch.

SUMMARY OF WORK TO BE PERFORMED:

The Summer Food Service Program provides meals to low-income children ages 1-18 living in Seattle and parts of King County. Food is served at a variety of locations including playgrounds, community centers, YMCAs, summer schools, and community based organizations. No experience is necessary, all majors welcome!
The driver is responsible for a delivery route; loading, driving, and unloading breakfasts and lunches from the kitchen at the Seattle Public Schools headquarters south of downtown Seattle to sites located throughout Seattle and King County. Driver is also responsible for record keeping, recapping deliveries each day, keeping track of equipment used and trouble-shooting. Between 8:30 and 9:00 am, drivers assist kitchen staff in the packing of meals. Additionally, the driver aids office personnel and may have other office tasks.

DUTIES STATEMENT:

% of time	
70	1) Deliver to sites using City van (load, drive, unload, and keep records).
10	2) Makes emergency deliveries of lunches and breakfasts to routes assigned.
10	3) Keeps delivery records and assists with balancing them against kitchen sign-off sheets, and other office tasks as needed.
5	4) Works with other drivers and kitchen staff on morning distribution of meals, and works with Food Services Site Supervisors to establish delivery time and route.
5	5) Assist in packaging of meals at kitchen prior to deliveries.

EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

Knowledge of federally funded food program, human relation skills, familiarity with Seattle area summer programs for children and youth, and an increased awareness of the hunger problems of the area.

MINIMUM QUALIFICATIONS: Must have state work study funding through school's financial aid package (proof required). Valid WA State driver's license and proof of safe driving record. Experience working with the public and good interpersonal skills. Ability to lift at least 10 lbs. repetitively throughout the day. Pass a criminal background check.

DESIRED QUALIFICATIONS: Delivery experience preferred, but not required. Knowledge of Seattle and King County area. Experience working with diverse populations. Experience with record keeping. Ability to work as part of a team and communicate effectively.

DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:

Employees will receive a full week's orientation regarding Summer Food Service Program regulations, working with diverse communities, and state auditing procedures. A Drivers Handbook will be provided.

EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:

Drivers will work closely with the Assistant Coordinator in arriving at figures for delivery totals and troubleshooting at sites. S/He will also have a great deal of autonomy over many aspects of the job, and must be able to take initiative in her/his daily work.

Application Instructions:

- 1) Send your resume and school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) to cwp@seattle.gov or fax to 206-684-5809. **Include the position title, job # (12-2009), department, and your e-mail address.

Please do not apply until you have a summer work study referral/authorization form from your college/university.

Positions are open until filled so apply as soon as you receive your summer work study form.

We only hire students with WA State work study funding. Questions? Call 206/684-8088.