

**Job Description: Kitchen Transportation  
Father's Table**

**Open Door Ministries of High Point Inc.**

<b>Job Title:</b> Transportation Kitchen Open Door Ministries	<b>Pay Level:</b> Hourly
<b>Reports To:</b> Operations Supervisor, Executive Director	<b>Position:</b> Full-Time
<b>Job Statement:</b> The transporter of food for the Father's table is responsible for picking up food from the local food Lion, Lowe's food, Starbucks, Olive Garden, Outback Steak House, Longhorn's Steak House, Guilford County School Program and any other food donations called in for pick-up.	
<b>Responsibilities:</b> <ul style="list-style-type: none"><li>➤ Operation of vehicle in a safe &amp; courteous manner.</li><li>➤ Creating a professional appearance by keeping the vehicle washed inside and out.</li><li>➤ Report any necessary repairs to the vehicle to Operations Supervisor for continued safe operation of the vehicle.</li><li>➤ Making sure the vehicle has up to date North Carolina tag, safety inspection and insurance certificate in the vehicle at all times.</li><li>➤ Maintain fuel levels to make sure there is enough fuel to complete all tasks.</li></ul>	
<b>Community Awareness and Education:</b> <ul style="list-style-type: none"><li>➤ will develop appropriate communication skills with community organizations needed to increase food donations as evidenced by increased community involvement. Barry will document this increase to supervisor weekly.</li><li>➤ will develop appropriate communication skills with staff, funding sources and volunteers as observed by supervisor and executive director.</li><li>➤ will develop a contact list for all companies who donate food on a regular basis.</li></ul>	
<b>V. Qualifications:</b> <ol style="list-style-type: none"><li>1) Completion of a program in the food service industry.</li><li>2) Previous experience working in the Food Industry with food management.</li><li>3) Excellent communication skills.</li><li>4) Certification in CPR / First Aid Training.</li><li>5) Current / Valid North Carolina Driver's License.</li><li>6) Excellent communication and organizational skills.</li><li>7) Ability to work with other staff and volunteers within a teamwork approach.</li><li>8) Ability to problem solve effectively with individuals.</li></ol>	
Successful applicant will complete all necessary forms, provide application and resume, be willing to improve job skills through education, develop positive atmosphere for residents and staff.	
<b>Date: 02/04/2020</b>	
<b>Kitchen Transportation Open Door Ministries of High Point Inc.</b>	
<b>Donald F. Bellemore, Operations Supervisor Open Door Ministries of High Point Inc.</b>	<b>Stephen B. Key Executive Director, Open Door Ministries of High Point Inc.</b>