



COMMUNITY ACTION PARTNERSHIP OF LAKE COUNTY

Job Announcement

Date: April 26, 2021

Position: Food & Supply Driver

Department: CAP Catering Services

Status: Full time/Temporary

This is a work experience position, with the assignment lasting until December 31, 2021. Income eligibility required.

PURPOSE: The Driver is responsible for assisting in receiving, organizing and delivering all food and other supplies. He/she maintains proper documentation and keeps the delivery vehicle area clean and sanitary.

MAJOR RESPONSIBILITIES: *Other duties may be assigned*

- Pick-up and delivery of food and supplies
- Keep daily mileage logs
- Keep loading area clean (snow, ice, debris, garbage, etc.)
- Maintain cleanliness and sanitation of delivery vehicles as need, and complete inspections.
- Follow proper food handling procedures for packaging and wrapping food to be placed in food bags.
- Load and unload food delivery bags. Sanitize bags after each use.

ESSENTIAL DUTIES:

- Pick-up and Deliver food for off-site catered events
- Clean and sanitize pans, bags and table equipment
- Demonstrate accuracy and thoroughness when counting and separating food for delivery
- All employees at CAPOLC are expected to be team players; in case you should have some down time, please assist other staff if needed. Remember your work assignment is priority.

QUALIFICATIONS:

- Valid Driver's License
- Clean driving record required
- Able to lift and or move up to 25 pounds
- Basic skills: reading, writing, speaking, listening, basic math
- Able to bend, lift, stoop, reach, stand, push, pull and grasp

HOW TO APPLY

Internal Applicants:

Complete and submit internal employment application with current resume.

External applicants:

Complete and submit an Application for Employment along with a current resume via:

- Email: hr.request@caplakecounty.org. Subject Line: Resume
- Drop-off: Place resume and application in the drop box at 2424 Washington St. Suite 207, Waukegan, IL 60085
- Hours of Operation: 8:00 a.m. to 4:00 p.m. Monday - Friday

Download employment application from caplakecounty.org/careers.html

Equal Opportunity Employer