



## UCAN Employment Opportunity

<b>Meal Transporter</b>	
<b>Head Start</b>	<b>Closing Date: Open Until Sufficient Applications Received</b>
<b>Budgeted Hours: 27.5 hrs/wk – 40 wks/yr</b>	<b>Salary: \$ 10.52-12.43</b>
<b>APPLICATION PACKET MUST INCLUDE UCAN APPLICATION AND CRIMINAL HISTORY RESULTS</b>	

**ATTENTION:** Candidates **MUST** be enrolled in the Criminal History Registry. Initial registration requires completion of an Application for Enrollment in the Criminal History Registry and submitting it to the Child Care Division with processing fee. **Registry results MUST be included with the UCAN job application.** The on-line link for the Registry application is:

[http://www.employment.oregon.gov/EMPLOY/CCD/On-line\\_application\\_informationpage.shtml](http://www.employment.oregon.gov/EMPLOY/CCD/On-line_application_informationpage.shtml)

**Please allow 5-7 days for in-state results when applied for on-line; 6-8 weeks for out-of-state results.**

**THE POSITION:** To facilitate quality meal delivery to Head Start classrooms and provide support to Nutrition Services Staff.

**Essential Functions of the Job:** 1. Driving a Head Start van, pick up and deliver meals that are contained in meal ovens or coolers from vended sites to Head Start classrooms. Maintain delivery schedule to ensure timeliness of meal deliveries. 2. Maintain daily substitution slips; ensure meals and resources are accounted for. 3. Provide support in kitchen as directed including dishwashing, stocking, and basic food preparation. 4. Participate in training as required by supervisor. 5. Attend meetings. 6. Perform other duties as assigned. 7. Position is a 40wk/yr position

**NOTE:** Regular and consistent attendance as required.

**MINIMUM QUALIFICATIONS:** Previous experience in commercial kitchen with food prep and dishwasher experience preferred. Any combination of coursework, experience and/or training which provides required knowledge, skills, and abilities necessary to perform the duties of the position. At time of appointment, must possess a valid driver's license and be enrolled in the Criminal History Registry. Within 30 days of employment, must 1. Pass and possess an Oregon driver's license 2. Acquire an initial first aid card and renew as necessary to keep current, 3. Must acquire an initial food handler's card and renew as necessary to keep current, and 4. Participate in a staff health appraisal.

**DRIVING RECORD:** Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 3-5 days for delivery and longer for out of state.

In addition to the above, applications will receive further evaluation based on the following: Knowledge of: Reasonable knowledge of automobile safety and defensive driving; basic knowledge of food safety and food allergies before children's first eating experience. Skill in: Basic computer skills; operation of vehicles, use of food preparation equipment, basic math, and skill in maintaining accurate records. Ability to: Read; communicate effectively in both oral and written forms, perform several tasks simultaneously; good organizational skills; work within a team environment; make decisions independently in accordance with established policies, maintain confidentiality; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with coworkers, vendors, children and families and the public. Ability to manage time efficiently and must follow all safety rules and practices, and perform work in a safe manner.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work will require bending, lifting and carrying 60-70 pounds regularly, keyboarding, pulling, pushing, reaching, sitting, standing, stooping and walking. Work is typically performed under reasonable good working conditions with some exposure to heat and cold. Work requires continuous/concentrated mental and/or visual attention and alertness.

**REQUEST AND SUBMIT COMPLETED UCAN APPLICATION TO:**  
 UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470  
 541-492-3913 FAX 541-492-3921  
 Application on website: [www.ucancap.org](http://www.ucancap.org)

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