



Job Title:	Distribution Associate
Department:	Delivery Department
Reports to:	Delivery & Distribution Supervisors
Primary Location	Delivery & Distribution Department

FLSA Status	Non-exempt; Part-Time
Prepared by	DW/ARH
Approved by	ARH
Date	04.19.19

Basic Function:

Processing meals for high-volume delivery and delivering food to homebound seniors and senior centers.

Essential Duties and Responsibilities:

- Participate in the packing and delivery of HDM, congregate meals, milk and liquid supplements
- Deliver food in personal vehicle
- Loading and unloading deliverable goods
- Cleaning production spaces
- Maintains accurate records of deliveries
- Other duties as assigned by management

Skills

- Able to multi-task and/or switch job duties quickly
- Must work well in groups
- Good verbal communication skills
- Ability to work with minimal supervision
- Ability to focus for sustained periods of time
- Able to work in a fast-paced environment
- Good driving record
- Basic math and counting skills

Physical Demands

- Ability to lift 50 pounds
- Sustained periods of time on one’s feet
- Continual bending, kneeling, twisting

Work Environment

- Work environment will have a moderate level of noise
- Work environment will have changes in temperature from season to season
- Required to work inside commercial cooler and freezer
- Required to work outside

I certify that I am able to perform the functions of this job with or without accommodation. I have received a copy of this job description.

- Are there any job tasks or functions of this job you are unable to perform? Yes No

If yes, explain: _____

- Do you need accommodation to perform any functions or tasks of this position? Yes No

If yes, explain: _____

Employee Signature: _____

Date: _____

*** All qualified candidates will receive consideration for employment without regard to race, creed, color, religion, national origin, gender, gender identity, sexual orientation, disability, marital status, height, weight, or age. ***