

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE:** Part-Time Food Transporter

**DEPARTMENT:** Head Start Program

**GENERAL DESCRIPTION:** **Transportation of Meals**

**REVISION DATE:** December 1, 2022

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**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:** Responsible for all types of Head Start services such as Delivery of Meals, upkeep of yards and Mail Delivery.

**QUALIFICATION STANDARDS:**

- Must have a minimum of a High School Diploma or GED
- Must be able to speak, read and write English
- Must maintain all local, state and Federal qualifications for position annually.

**ESSENTIAL DUTIES:**

- Will maintain vehicle in proper running condition by making sure that it is kept in good maintenance condition.
- Keep daily records (mileage, gas consumption, etc.)
- Transport meal/dishes to and from centers.
- Responsible for upkeep of playground and yard work for 2-3 centers.
- Perform other related duties as requested
- Must be able to work with department personnel
- Must be able to follow standard program procedures

**PHYSICAL REQUIREMENTS:**

- Lifting, bending, stooping, - 85% of 8 hrs. shift
- Lifting approx. 25-45 lbs.
- Walking - 75% of 8 hrs. shift
- Sitting - 25 % of 8 hrs. shift

**OTHER REQUIREMENTS/INFORMATION:**

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is not covered by Civil Service; therefore, is subject to all other Webb County Policies.

**SUPERVISORY:**

- Directly reports to Bus Driver Supervisor

**ACKNOWLEDGEMENT:**

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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EMPLOYEE SIGNATURE

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SUPERVISOR SIGNATURE