



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Nutrition Driver

Location: Peninsula

Component: Head Start

Qualifications: Requires knowledge in their area of Food Service and Delivery. Have a High School education or GED. Have or complete within 90 days of employment: Food Service Managers Certification. Have reliable transportation and valid VA Drivers License. The ability to read and understand recipes and assigned tasks. Comfortable with use of email and technology. Flexible in assignments of location, works together as a team.

Duties: Transports food to Head Start Centers daily to provide safe, sanitary, and pleasant meals for Head Start children and staff. Assists the food service worker to prepare and pack for transportation of nutritious meals. Clean and sanitize Cambros / delivery bags at the end of everyday, using State Health regulations of Virginia. Assist in transportation of bulky items to outline / satellite centers. Stores food and supplies properly in accordance with kitchen policy and procedures, following USDA Guidelines and Virginia State Health Regulations. Rotation of stocked items on a first in first out basis. Cleans refrigerator every other week at outline / satellite centers. Wears proper attire and slip resistant shoes daily. Always maintains professionalism while working at Head Start Agency. Attends staff meetings as needed. Performs other duties as assigned by the Nutrition Manager and Director.

Physical Requirements: The ability to lift 50lbs. The ability to stand for long (2 hour or more at a time) periods of time. The ability to withstand the changing extreme hot to cold temperatures of a kitchen.

Salary: \$24,870 annually; 35 hours per week with benefits

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can also visit: <https://hrcapinc.org/about/employment/> to print an application and mail to P.O. Box 37, Newport News, VA, 23607. You can also email all applications to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until the position is filled.