

**Job Announcement – Driver/Prep Aid**

**General Summary:**

Under the direct supervision of the Division Director, the Driver/Prep Aid will be responsible for the accuracy of food delivery to given locations, and for participation in food preparation.

**Essential Functions:**

Responsibilities include but are not limited to the following:

* Maintain accurate vehicle records, and oversee safe and orderly operation of program vehicles.
* Drive van to deliver food items following safe driving laws and practices.
* Perform preparation aide duties including washing, peeling, cutting & seeding vegetables & fruits; opening packaged food items including bagged items & cans, cutting meats, poultry & other food items as directed by the Division Director.
* Put away delivered foodstuffs including can goods, refrigerator items and dry goods.
* Gather food items for distribution to individual Child Care Centers, including juice, can goods, bread, fruit, etc.; also packages and counts food items such as cookies, bread slices, and tortillas following counts provided by the Supervisor.
* May use kitchen equipment, including shredders; utilizes kitchen & equipment in accordance with safety and sanitation standards.
* Load/unload van with hot/cold food, dry goods & supplies as directed.
* Wash pots, pans and trays by hand if needed.
* Keep assigned vehicle washed, clean & in good operating condition, checking all fluids, tires, etc., on vehicle each morning before leaving kitchen; must complete vehicle inspection report; must report mechanical problems with the vehicle to supervisor.
* Perform cleaning duties including sweeping & mopping of floors, removal of trash & garbage, washing worktables, stoves and refrigerator.
* Follow safety procedures in lifting, carrying and packing.
* Attend scheduled trainings and staff meetings.
* Perform other job related duties as assigned.

**Job Requirements:**

* Must be 18 years or older and possess a valid California (Class C) driver’s license with a clean driving record (**DMV printout required with application**) and proof of current automobile insurance.
* Must have the ability to lift and move objects weighing up to 50 pounds on a daily basis.
* Minimum six (6) months experience working in a kitchen environment is preferred.
* Must be able to pass a Federal criminal background check, pass a drug screen, provide proof of current vaccinations for TB clearance, MMR, TDAP, Influenza and COVID-19 vaccine.
* Must be available to work Monday-Friday from 4:30 AM-12:30 PM and work overtime as needed.

 **Physical Demands:**

The selected employee must be able to meet the following physical demands:

* Performing physical activities that require the incumbent to stand or walk most of the time with bending, stooping, squatting, twisting, and reaching.
* Activities often also require considerable use of arms and legs, such as in the physical handling of materials; including lifting of objects weighing up to 50 pounds.
* Ability to work in an environment with constant noise and flexibility to respond quickly to frequent movements.
* Abilities required by the job include near and distance vision, talking and hearing.

**Salary Range:**

The starting range for this position is $16.00/hour.

**Benefits Package:**

We offer an excellent benefit package to our employees. It includes 100% Employer Paid Medical, Dental HMO, Vision, Employee Assistance Program (EAP) and Basic Life and AD&D insurance. We also offer Voluntary Life, Accident, Hospitalization, Critical Illness and Long Term Disability insurance policies in which you may choose to enroll. We have a generous Paid Time Off program, 10 Paid Holidays and one Personal Day each year as well as a 401 (k) retirement plan with a Safe Harbor Match where we match your contribution dollar for dollar up to a maximum of 4% of your total compensation along with an annual profit sharing plan (vesting applies). We also work a standard 37.50-hour workweek to allow our employees a good work life balance.

**Application Information:**

International Institute of Los Angeles (IILA) is an equal opportunity employer. All applicants are required to complete an IILA employment application. To download our application, please visit our web site at [www.iilosangeles.org/about/careers/](http://www.iilosangeles.org/about/careers/).

Please forward your resume, cover letter and your completed application to:

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