



-VACANCY NOTICE-

POSTING PERIOD: October 19, 2017 – November 2, 2017

Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.

POSITION: Bakery Delivery Driver

WHEN: Immediate

FLSA STATUS/CALENDAR: Non-Exempt – Part Time

DESCRIPTION:

The Part Time Delivery person will deliver baked product to area restaurants, clubs, etc., and collect monies or authorized signatures on invoices.

RESPONSIBILITIES:

- Communicate weekly with the Bakery Manager and Procurement Specialist regarding weekly needs
- Obtain keys and follow vehicle sign out and maintenance procedures
- Pick up invoices from bakery
- Load truck with prepared boxes
- Deliver baked product to accounts
- Peak holiday season may require additional delivery times
- Upon completion of the days route hand in receipts and monies to Holy Childhood business office
- As informed by Bakery Manager pick up empty boxes and deliver to apple supplier
- As notified by the Holy Childhood Business Office Staff, transport agency shredding to designated vendor.
- Demonstrate sensitivity to and respect for the diverse cultural backgrounds and practices of the students, staff and families of Holy Childhood and Special Touch Bakery.
- Other duties as assigned

QUALIFICATIONS:

A valid and clean New York State driver's license; Ability to interact with the public and organizational employees in a professional, responsive and confidential manner. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: the ability to demonstrate, and provide examples of continuous personal development and improvement; a customer focused attitude; Communication skills (verbal and written); Problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects. Must have the ability to successfully pass a drug screen. Must have the ability to push, pull, and lift 50 or more pounds.

Please send cover letters and resumes to:
employment@holychildhood.org

Special Touch Bakery is an Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, gender, gender status, marital status, veteran status, national origin, or any other characteristic protected by law.

Holy Childhood mission is to prepare children and adults with developmental disabilities for maximum independence and integration in the community through individualized programs and services, in keeping with the philosophy and vision of our founders. We are dedicated to serving our people in an atmosphere of dignity and compassion.