

**COMMUNITY ACTION PLANNING COUNCIL**

**JOB POSTING**

Date Posted: 5/20/19

**Food Service Assistant/Driver (Summer Position)**

**PROGAM:** Summer Food Services Program  
**CLASSIFICATION:** Temporary / Non-Exempt  
**POSITION GRADE:** Grade 2  
**SALARY:** \$11.43 per hour  
**JOB HOURS:** 25-35 hours per week  
**JOB DURATION:** From 6/26/19 thru 8/16/19 approximate  
**NUMBER OF POSITIONS:** 2  
**JOB LOCATION:** Watertown

**JOB SUMMARY:** The Food Service Assistant/Driver assists the kitchen staff in preparing and delivering meals to locations in Watertown and surrounding areas for the Summer Food Services Program.

**EDUCATION:** High School Diploma or GED preferred.

**EXPERIENCE:** One year of experience working in food service or related field preferred.

**REQUIRED SKILLS:**

Ability to work as a member of a team and cooperate with all staff.  
Ability to plan & organize work.  
Ability to work independently and make decisions.  
Must be supportive and professional in working with children and families.

**OTHER REQUIREMENTS:**

Must have valid NYS driver's license and be able to safely drive an agency van for the purpose of meal delivery to various sites in Watertown and surrounding areas.

Employment is contingent pending satisfactory medical exam and TB test, and background clearance at the time of hire.

Ability to lift up to 40 pounds and be able to stand for long periods of time.

Knowledge of the Watertown and surrounding communities will be an asset.

**TO APPLY:** Complete agency's Employment Application Form in its entirety and send to Community Action Planning Council, 518 Davidson Street, Watertown, NY 13601, Fax 315-785-0892 or email [hr@capcjc.org](mailto:hr@capcjc.org). Application form available at [www.capcjc.org](http://www.capcjc.org) or in person at 518 Davidson Street.

**Apply by 5:00pm on June 3, 2019.**

**EOE**