



## Our Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

## Our Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

## Our Values

Our core values define who we are and how we work with our communities. Foodlink and our team members have:

- Compassion - treat all with dignity & respect; build kinship with those we serve
- Innovation - say yes; avoid complacency risk failure in the pursuit of ending hunger
- Collaboration - build a shared vision, create synergies, maximize resources
- Agility - respond urgently to the ever-changing needs of our community
- Stewardship - maximize the impact of every dollar, donation and asset

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## Job Title: Expeditor

**Department:** Operations- Kitchen  
**Reports to:** Executive Chef  
**Status:** Hourly, Non-exempt, Full time

### JOB SUMMARY

The primary responsibility of the Expeditor is to serve as a liaison between the kitchen and the delivery drivers expediting meals three times a day. The Expeditor is responsible for ensuring all meal components meet quality standards and are staged for timely and accurate delivery. In addition to expediting this position is responsible for assisting with daily meal production; prepping meals based on program menus and recipes; and in compliance with Department of Health and food safety standards. The Expeditor must be very organized, detail oriented and able to work effectively in fast-paced work environments.

### KEY RESPONSIBILITIES

#### Expediting Duties

- Responsible for ensuring quality control of meals by reheating and/or cooking food to the required temperature
- Inspects meal components to ensure compliance with food safety and quality standards.
- Responsible for the coordination and consolidation of all outgoing food items from the kitchen, including milk, snack and breakfast
- Stages items needed for deliveries, pull/wraps food to place in cambros for delivery
- Ensures that all meal components leave the kitchen for delivery on time and accurately

#### Production Duties

- Assists in the daily preparation of a wide variety of foods.
- Applies basic math necessary for recipe conversion of quantities needed for food preparation.
- Follows written recipes and oral instructions as well as reporting, writing any variations to recipes.
- Stores and disposes of excess food properly.
- Uses and cares for institutional kitchen equipment and utensils on a daily basis
- Washes, sanitizes and stores dishes, tableware, kitchen utensils, scrub counters and tables, mop floors according to health department/food safety guidelines.

- Stores food and supplies in accordance with food safety regulations, and keeps required records and logs.
- Completes production sheets for each food component prepared.
- Maintains a safe work environment at all times. Follows all safety procedures and abides by company policies.
- Attends mandatory training's as required
- Reports to work on time everyday and maintains a good attendance record.
- Performs all work-related duties as assigned by Production Supervisor/Manager.

## QUALIFICATIONS

- ServSafe certification strongly preferred. L2 Certification or ability to pass test required
- 1+ years expediting experience preferred
- Experience working in a fast paced work environment required
- Knowledge of food safety regulations required
- Experience and knowledge of quantity food preparation and use of equipment used in food preparation strongly preferred
- Ability to apply basic math necessary for recipe conversion
- Ability to take oral and written instructions and follow through efficiently.
- Must work well with others in a team oriented environment.
- Ability to withstand a wide range of temperatures in the kitchen.
- Ability to lift and carry items or objects weighing up to 30 lbs – 50lbs.
- Ability to operate kitchen equipment as required.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk and hear. The employee is frequently required to use hands to handle or feel items such as documents and utensils. The team member is required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Must be capable of standing and walking for long periods of time

The job requires repetitive movements like bending, crouching, kneeling, lifting and carrying materials and equipment weighing up to 50 pounds.

## Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work environment is fast paced in hot conditions. The noise level in the fast-paced work environment is usually moderate. *Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees in this job will follow other instructions and perform other related duties as required.*

***Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.***