



The Arc of Jefferson County Job Posting Notice

Job Title: Ability Baking Company on Wheels Coordinator	Job Code: ABCOW3910122017
Department: Day Program	FLSA Status: Full-Time
Reports to: Teena Miles	
Work Schedule: M-F 8:00 am-5:00 pm; Must be flexible	

Summary: Responsible for managing food service operations within food truck. Ensures all employees follow ABCOW policies and procedures and meets all federal & state requirements.

Job Duties: Works with ABC Baking Instructor to choose recipes, coordinates baking schedules and supervise all baking of food items, Create delivery schedules, Provide prompt & courteous customer service, Supervise & Maintain documentation of all food truck employees, Responsible for tracking all incoming and outgoing inventory to ensure ABCOW follows all health and safety standards and Able to comfortably network to enhance community involvement, possible partnerships and draw in customers.

Knowledge, Skills and Abilities Required: Four-year degree in human service related field or equivalent work experience, Experience required in baking, Experience preferred in sales and I/DD fields, Clean Driving Record, Maintain neat and well-groomed physical appearance, Reliable and dependable and the Ability to tolerate working in temperature extremes.

Physical Requirements: Ability to lift between 5 and 50 lbs. with or without reasonable accommodations, Stooping bending and repetitive lifting and Must be able to stand for long periods of time.

Email resume to: jobs@arcofjeff.com or complete application and apply in person at 6001 Crestwood Blvd, Birmingham, AL 35212

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