

Council on Aging
Job Opening
Posting date: December 6, 2016

Department: Senior Meals

Title: HOME DELIVERED MEALS DRIVER
M-F, 6 hours a day
\$10 per hour plus mileage

JOB DESCRIPTION

TITLE:	RELIEF HOME DELIEVERED MEALS DRIVER
CLASSIFICATION:	Non-exempt, Hourly
DEPARTMENT:	Senior Meals
ACCOUNTABILITY:	Reports to Site Manager for SR HDM, and Dining Site Coordinators

PRIMARY FUNCTION: Pack, transport and deliver meals to the homes of clients.

TYPICAL WORK CONDITIONS: Work is performed in the loading area, in a vehicle and at clients' homes. Involves lifting, driving personal vehicle, basic counting and verification, and interacting with clients. Interacts primarily with kitchen employees and the elderly and frail.

ESSENTIAL JOB FUNCTIONS:

1. Assist in meal setup and packing.
2. Verify number based on route cards of meals for route.
3. Know all routes for rotation. Know names of clients on these routes.
4. Deliver approximately 20 - 40 meals within specified timeframe. May be required to split or do two routes in case of shortage of drivers.
5. Informally monitor clients' condition and provide feedback to site manager.
6. Add instructions to route cards and provide information to other drivers.
7. Keep equipment clean and sanitized. Maintain cleanliness of personal vehicle.
8. Deliver statements to clients once per month.
9. Monitor temperature of meals, as instructed, and complete periodic reports.
10. Complete all mandatory training.
11. Assist with other duties as assigned.

OTHER JOB FUNCTIONS:

None

QUALIFICATIONS: Knowledge, skills, abilities and experience. May include physical demands, education, licenses or certifications.

Required:

- Valid California driver's license. Provide own transportation and insurance, as required by law.
- Ability to repeatedly get in and out of a vehicle, sit in a vehicle for up to 30 minutes at a time.
- Ability to lift 40 pounds.
- Ability to read and interpret maps and schedules and follow simple instructions.
- Ability to relate respectfully with clients who have physical or mental impairments.
- Ability to observe and describe changes in behavior or condition of clients and follow procedures for reporting. Ability to maintain confidentiality.

- Ability to count.
- Ability to communicate verbally and/or in writing.
- Must pass a pre-placement physical.
- Must pass a criminal background check.
- Must provide copies of driver license and vehicle insurance every 6 months to HR department.

Desired:

- Bilingual English/Spanish

Visit our website at councilonaging.com

If interested to apply, please send resume and cover letter by email as MS Word document or PDF

to: kturner@councilonaging.com

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No phone calls please.