

Job Description:

Position Title: **Home Delivered Meals Driver**
Hourly – Non Exempt, Subject to Fair Labor Standards Act

Reports To: Program Director and Site Director

Position Summary:

The home delivered meals driver, under the supervision of the Program Director, is responsible for picking up the home delivered meals at the senior center and delivery to the homes of assigned participants who have been authorized for the service. Responsible for transporting the meals in containers designed to maintain safe temperatures for the meals.

Essential Job Functions:

1. Pick up home delivered meals at the senior center and deliver the appropriate meals for each participant.
2. Return home delivery transport containers to the senior center after delivery.
3. Responsible for reporting any safety concerns for clients immediately to supervisor
4. Responsible for reporting incidents of clients 'not home for scheduled delivery' immediately to supervisor.
5. Will record the time the last home delivered meal is delivered on delivery sheet to assure that time is controlled and safe temperatures are being maintained during delivery.
6. Will record the temperature of the last home delivered meal as assigned to assure that safe temperatures are being maintained during delivery and equipment is functioning properly.
7. Follow policies of Okanogan County Transportation & Nutrition.

Special Requirements:

- Must be clean, neat, courteous, friendly and dependable.
- Must be willing and able to take direction.
- Must be willing to deliver to assigned participants.
- Must be able to complete tasks in the time allotted.
- Able to maintain a cooperative, coordinating team effort with other employees and volunteers.
- Must be physically able to perform functions of lifting delivery containers.
- Be aware of the needs and problems of senior citizens.
- Possess an understanding of the community's make up and local resources.
- Be personable, friendly and have the desire and ability to associate with and relate to seniors.
- Complete and submit a Washington State Criminal History Background Check.
- Must be willing to use private vehicle for transporting meals where company vehicles are not provided.
- If mileage is to be paid, must maintain accurate mileage log and submit on the last working day of each month.
- Must provide proof of current, valid auto insurance and driver's license.
- Must provide Driver's Abstract annually.
- Must be free of moving driving violations within the past year.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job; it is intended to be an accurate reflection of the principal job elements.