

JOB DESCRIPTION: MEALS ON WHEELS DRIVER – EMPLOYEE OR VOLUNTEER



Sierra Senior Providers, Inc.
540 Greenley Rd., Sonora, CA 95370
(209) 533-2622, www.sierraseniorproviders.org

TITLE:	Meals on Wheels Driver
REPORTS TO:	Meals on Wheels Coordinator
STATUS:	Part-time, Non-Exempt, or Volunteer

SUMMARY

This position reports to the Meals on Wheels (MOW) Coordinator. Using prepared route sheets and following proper food handling and safety requirements, this position is responsible for delivering hot, frozen, and shelf-stable meals to homebound senior clients.

TYPICAL DUTIES

- **Meal Packaging, Preparation & Delivery:** Assist kitchen staff to pack meals into hot bags and/or ice chests and load into assigned vehicle. Confirm the number of meals matches the numbers on route sheet. Review notes on assigned route sheet for other items to be delivered such as newspaper, pet food, Books on Wheels, etc. Follow route sheet to deliver meals in a timely manner. Unload bags and/or ice chests and assist kitchen staff in putting them away.
- **Client Information and Contributions:** On the route sheet, record attempts made to contact client for any undelivered meals. Notify the MOW office staff of any condition that may affect a client's health, safety, or wellbeing. Upon completion of route, complete and return the Home Delivered Driver Record sheet to the MOW office along with items from clients, such as books and contribution envelopes.
- **Test Meals:** Upon notification from Nutrition Manager, complete test meals and record food temperatures after last meal delivered on route and hand in completed paperwork upon return.
- **Safety Compliance:** Drive in a safe and responsible manner and maintain a clean driving record with the DMV. No smoking, pets, clients, or unauthorized passengers are allowed in the vehicle.
- **Vehicle Cleaning and Maintenance:** Responsible for visually checking the safety condition of the vehicle prior to starting route. Report problems such as wear, damage, and maintenance needs. Clean out the vehicle at the end of the route each day and ensure fuel level is at ½ tank or more. Immediately notify the MOW Office if you are unable to fuel the vehicle.
- **Performs other duties as assigned:** Learn and become proficient on multiple routes.

WORKING CONDITIONS

Usual: With or without reasonable accommodation(s), this position requires certain abilities including, but not limited to: sitting, standing, walking, bending, stooping, pushing, pulling, lifting up to 50lbs, writing, reading, speaking, seeing, hearing, driving, math calculations, problem solving, decision making, basic cell phone navigation and map reading.

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Special: May encounter stressful conditions dealing with senior clients, employees, and volunteers. Must be willing to act as a mandated reporter and handle sensitive and confidential information.

QUALIFICATIONS

Required education, licensing, and experience: High-school diploma or equivalent. Valid California driver license, current auto insurance and good driving record.

Preferred experience: Previous route-delivery experience.

Other requirements: Excellent communication skills, customer-service as well as community-relations skills. Ability to work well under pressure, work independently, be well-organized and detail oriented and be willing to work a flexible schedule and learn multiple routes as assigned.

CONTINUING EDUCATION

Comply with SSPI, state and/or federal training requirements including mandated annual training.

BENEFITS (Employees only)

Paid time off; ten paid holidays annually.

I have received a copy of the above job description and I acknowledge that I have read and understand it. I also understand the minimum standards expected of me as outlined above and that they may be altered from time to time. I further understand it is my responsibility to perform the duties described to the best of my ability and to meet or exceed the standards as set forth in the job description or as otherwise established.

I certify by my signature, that I have read and understand the contents of this Job Description:

Signature:	Date:
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