



Senior Nutrition Services

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JOB DESCRIPTION

Revised: 7/2022

TITLE: RELIEF - HOME DELIVERED MEALS DRIVER AND/OR CARGO DRIVER

CLASSIFICATION: Non-exempt, Hourly Relief/On-Call

DEPARTMENT: Nutrition

ACCOUNTABILITY: Nutrition Operations Supervisor

HOURS: On-Call, varies weekly/monthly

PRIMARY FUNCTION: Load, transport and deliver meals/bulk food from the main kitchen to distribution sites and/or deliver meals to clients' homes.

TYPICAL WORK CONDITIONS: Work is performed in loading area, in a vehicle, at distribution sites and at clients' homes. Involves lifting, driving either personal or COA vehicle, basic counting and verification. Interacts primarily with kitchen and distribution site employees/volunteers, the elderly and frail. Position may require working days and nights Monday - Friday

ESSENTIAL JOB FUNCTIONS:

1. Perform daily vehicle check and make sure vehicle has ½ tank of gas at all times.
2. Verify number of meals based on route cards and load into vehicle.
3. Know all routes for rotation.
4. Relief driver delivers approximately 20 - 40 totes within specified timeframe. May be required to split or do two routes in case of shortage of drivers.
5. Relief drivers informally monitor clients' condition and provide feedback to site manager.
6. Relief drivers add instructions to route cards and provide information to other drivers.
7. Relief driver transport food to sites on designated route and unload food.
8. Assist in general maintenance (i.e. oil change) by delivering to appropriate repair facility. Maintain cleanliness of vehicle.
9. Keep equipment clean and sanitized. Maintain cleanliness of personal vehicle.
10. Monitor temperature of meals, as instructed, and complete periodic reports.
11. Complete mandatory training upon hire, annually and as needed.
12. Assist with other duties as assigned.

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

Required Competencies

- Valid California driver’s license. Provide own transportation and insurance, as required by law.
- Must provide copies of driver license and vehicle insurance every 6 months to HR department.
- Clean driving record for three years.
- Must pass a pre-placement physical and background clearance.
- Ability to repeatedly get in and out of a vehicle, sit in a vehicle for up to 30 minutes at a time.
- Provide excellent customer service to seniors.
- Ability to observe and describe changes in behavior or condition of clients and follow procedures for reporting. Ability to maintain confidentiality.
- Model the Core Values of the organization
- Demonstrate fundamental food safety
- Ability to foster effective relationships with team members
- Detail-oriented, reliable, punctual
- Excellent organizational skills
- Professional appearance
- Availability of a GPS and ability to operate it
- Position requires Physical labor
- Must be able to lift 45 lbs.

Apply at: <https://secure2.saashr.com/ta/COA.careers?CareersSearch>

Employee Signature

Date

Manager

Date