

Job Description

Job Title: Meals on Wheels of the Greater Capital Region Driver

Department: Nutrition Program

Reports To: Distribution Manager

FLSA Status: hourly M-F

Date Developed/Updated: Jan 2019

Summary: The Meals on Wheels of the Greater Capital Region Driver is part of a team that is responsible for providing prompt, efficient and courteous meal delivery services to the elderly and non-elderly disabled customers of LifePath

Essential Duties and Responsibilities include, but not limited to the following:

- Ensures that each customer on his/her route receives the meal(s) prepared for him/her within the designated time frame
- Provides a brief but very friendly and caring interaction with each customer and does everything within his/her power to assure that the food he/she delivers looks as appealing as possible
- Follows the county guideless for customers who do not respond to knocking
- Packs meals properly and with care to make sure all components of delivery (the right number of meal(s), the right trays, the right number of bags containing all of the necessary food item, etc) are correct prior to departure.
- Complies with all food handling and sanitation practices & procedures as governed by LifePath, funder requirements and state and federal law
- Quickly shifts roles and remains flexible to be able to provide assistance to or cover for other team members on any high-priority task as assigned by Distribution Manager
- Works with the Distribution Manager to assure that the entire process runs as efficiently as possible and waste and spoilage is eliminated
- Communicates and works with the distribution team to assure things run smoothly
- Actively looks for ways to reduce costs, reduce waste and improve processes and shares his/her ideas with the Distribution Manager
- Follows standard procedures to record food temperature as requested and takes all necessary steps to maintain food temperatures during delivery: use heating pads/tiles with hot food, coolers, ice/ice packs with cold food. Keep bags and coolers closed during delivery, etc.
- Never leaves a meal unattended unless special arrangements were authorized as indicated under "Delivery Instructions" on the delivery sheet.
- Calls the office for assistance for problems en route and reports all customer concerns immediately.
- Accepts and treats the car assigned to him/her on a daily bases with utmost care, assuring that all equipment, food and other derbies is removed at the end of the route and that the car is clean and ready to be used to transport individuals, if need be.
- Completes all necessary documentation at the onset and end of his/hr shift such as: the Daily Drivers' log , Mileage logs, signing in and out of house keys (if any), equipment, agency vehicle keys, etc.
- At the end of delivery submits contributions (in locked box), return route sheet(s) with appropriate notations and keys (if any).
- Informs the Distribution Manager immediately of problems relating to food and delivery equipment.

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- Adheres to all traffic rules and regulations; exhibits safe driving habits. **Reports and then satisfies any traffic tickets.**
- If using an agency vehicle, reports ANY mechanical, electrical and/or safety problems immediately.
- Serves as a positive spokesperson for the agency on and off the job
- Actively works to help create a friendly, professional and positive work environment
- Provide staff support to agency-wide initiatives or projects as requested by the supervisor or Executive Director (ED)
- Reports any violations of policies, unethical behaviors, misuse of LifePath property or suspected mistreatment (even rude treatment) of seniors to the supervisor or ED
- Perform all other duties assigned by the Distribution Manager

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand and sit for long periods; drive for up to two hours at a time, get in and out of a car frequently walk stairs, work in warm and humid conditions and frequently lift and/or move up to 30 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a fast-paced environment with a need to manage multiple priorities and a moderate level of noise

Position Description Review

I have read and understand this position description and its requirements, and acknowledge that I am expected to complete all duties as assigned. I understand that the position functions may be changed from time to time. I will be able to perform the essential functions of this position with or without reasonable accommodation. I understand that if I need an accommodation for this position, I will inform management of my accommodation needs immediately.

Employee Name (Print)	Employee Signature	Date
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Supervisor Name (Print)	Supervisor Signature	Date
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HR Representative Name (Print)

HR Representative Signature

Date