

# Meals on Wheels Driver

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## Job Description

JOB TITLE: Part Time Meal Transporter

DEPARTMENT: Senior Nutrition

REPORTS TO: MCCOA Senior nutrition Program Coordinator

FLSA Status: Non exempt

### PURPOSE:

To provide home delivered meals to Senior Nutrition clients, brief companionship and safety check, and Congregate meals, if applicable, to luncheon sites with positive client interaction

### ESSENTIAL FUNCTIONS:

1. Pick up and deliver hot, cold, and frozen meals to home-delivered clients, ensuring special diets and delivered to appropriate clients. Coordinate with the Senior Nutrition Program Coordinator for the time and number of meals needed daily. Return all equipment used for delivering immediately.
2. If applicable, deliver bulk meals to specific coverage locations. Serve as liaison with congregate locations reporting concerns or problems as they arise.
3. Pack vehicle for ease of delivery, ensuring ice packs and/or heat sources are used to maintain proper temperature. Report any problems with temperatures to the office immediately.
4. Monitor Meal temperatures for Home Delivered Meals (HDM) route monthly.
5. Maintain accurate time, mileage, and meal delivery records, and sign daily. Make notes regarding any changes for the next day if applicable, i.e. differences from printed route sheets, no shows. Clients who receive extra meals, ext. Turn in Senior Nutrition and congregate paperwork to the office.
6. Visit with home-delivered clients. Provide brief companionship and safety checks. Treat clients with respect, listen to them, and be empathetic to their needs. Be encouraging to the meal recipient, opening the meal if necessary. Carry emergency information on all clients each day. Report any chances of client physical or mental health, possible programs, or necessity of referral to other programs to the office if necessary.
7. Collect an account for all vocations made by the meal recipients or project income from congregate locations and deliver to the office as needed.
8. Be available for delivery on assigned days, unless advance arrangements have been made with the supervisor.
9. Attend required training.
10. Perform other duties as required and assigned.

### POSITION OBJECTIVES:

1. Provide meal delivery, brief companionship, and safety checks to Senior Nutrition Clients and congregate locations with positive client interaction
2. To ensure compliance with all safety and sanitation requirements.

### MEASURED BY

1. Feedback from clients and staff
2. Timelines in delivery availability and delivery preparation for route delivery.
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4. Timely return of donations client changes/needs, and meal changes/needs
5. Monthly temperature tests meet requirements

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#### MINIMUM EDUCATION

High School diploma or equivalent preferred

#### MINIMUM EXPERIENCE

None

#### ESSENTIAL ABILITIES

1. A commitment to the MCCOA philosophy and mission.
2. Ability to maintain confidentiality
3. Ability to interact positively with co-workers and clients in a non judgment, tactful, and courteous manner
4. Ability to suggest innovative approaches to completing job responsibilities.
5. Ability to work openly and cooperate as a team member.
6. Ability to perform physical tasks to carry out specific job duties

#### MINIMUM SKILLS REQUIRED:

1. Collaboration skills
2. Client focus and concern for the well-being of recipients
3. Flexibility and resourcefulness
4. Composure in emergency situations
5. Positive verbal and non-verbal communication with clients, families, staff, and volunteers
6. Valid driver's license, e car insurance, and dependable transportation.
7. Willingness and ability to commit the time required.

#### MINIMUM PHYSICAL EXPECTATIONS

1. Physical activity that often requires standing, bending, stooping, reaching and/or twisting to pack meals in vehicle and deliver them to clients
2. Physical activity that sometimes requires travel by car
3. Physical activity that always requires lifting under 25 lbs
4. Physical activity that sometimes requires lifting over 25lbs. But not more than 50lbs.

#### MINIMUM ENVIRONMENT EXPECTATIONS:

The Meal Transporter position is in a vehicle which always exposes them to traffic dangers.