

Job Posting

March 5, 2019

POSITION

Temp Kitchen Aid

EMPLOYMENT TYPE

Part-time, 24 hours/week

SALARY

\$15/hourly

REPORTS TO

Program Director and/or Meals on Wheels Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the general supervision of the program director or the meals on wheels manager, the successful candidate will be responsible for but not limited to meal delivery and vehicle maintenance. The driver will perform meal delivery and assist in packing of home-delivered meals. The driver will pick up deliverer and meals and drive to designated client destination, required where parking is available to assist in delivering meals to homebound participants, and report any difficulty with meals delivery or change in clients status, i.e. (vacation, clinic, appointments, hospitalization, etc.). The driver will maintain accurate daily log of meals delivered and contributions collected, and assist in scheduling meal delivery to minimize time and distance between delivery points. When necessary, the driver will drop off and pick up interoffice mail, and will pick up and deliver congregate meals to other programs. The driver must drive safely at all times, is required to report any accidents or incidents to supervisor and police, and must be courteous to riders. The driver must perform vehicular maintenance, keep the vehicle clean and in good operating condition, inspect the vehicle daily and report any operational or structural defects immediately, and oversee the maintenance, repairs and cleaning of vehicle (gas, oil, changing of tires). The driver must keep daily gasoline and mileage records, vehicle report log recording all maintenance and repairs, and must pick up and return vehicle to garage or to parking place daily.

COMPETENCIES

- Ability to work independently
- Ability to walk long distances and climb stairs
- Ability to read, write, and speak English
- Some knowledge of the area and/or ability to read maps and follow directions
- Some knowledge of and a genuine concern for the physical, mental and emotional needs of older persons
- Ability to perform basic math

EDUCATION EXPERIENCE

High school diploma encouraged not mandatory

Food Handlers License Certification encouraged not mandatory

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

Corey Cain

Program Director

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