

Meals on Wheels Driver

Job Description



Reports To: Director of Meal Distribution & Volunteers

Salary Range: \$14.50 to \$14.70/hour

Approved By: Executive Director

FLSA Status: hourly; 20-25 hours/week

Monday through Friday: 8:00 am to 1:00 pm

Date Developed/Updated: January 2023

Summary: The Meals on Wheels 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
- Packs meals correctly and with care to ensure all delivery components (the correct number of meal(s), the suitable trays and the correct number of bags containing all of the necessary food items) are correct before departure.
- Complies with all food handling and sanitation practices & procedures as governed by LifePath, funder requirements and state and federal law
- 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
- Calls the Distribution Manager for assistance with problems en route and reports all customer concerns immediately.
- Follows the county guidelines for delivering and customers who are not at home
- 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, and ice/ice packs with cold food. Keep bags and coolers closed during delivery, etc.
- Quickly shifts roles and remains flexible to be able to assist to or cover for other team members on any high-priority task as assigned by the Distribution Manager
- Actively looks for ways to reduce costs, reduce waste and improve processes and shares his/her ideas with the Distribution Manager
- Accepts and treats the car assigned to him/her daily with the utmost care, assuring that all equipment, food and other debris is removed at the end of the route and that the car is clean and ready to transport individuals, if need be.
- At the end of delivery, submit contributions (in a locked box) and return route sheet(s) with appropriate notations and keys (if any).
- Inform the Distribution Manager immediately of problems relating to food and delivery equipment.
- Adheres to all traffic rules and regulations; exhibits safe driving habits. **Reports and then satisfies any traffic tickets.**
- If using an agency vehicle, report 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)
- Report 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 or ED

To perform this job successfully, an individual must demonstrate the following competencies.

Education and/or Experience – High School Diploma or equivalency required. Current, valid driver's license along with a minimum 1 year of driving experience. Exceptional customer service skills, a positive attitude, and enjoy working with seniors are desired.

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform 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.

Interested Applicants may submit a resume to vstanton@lifepathny.org, visit lifepathny.org/employment, or call 518-465-3322 to obtain an application.

LifePath is an equal-opportunity employer.