

# Meals on Wheels Driver

## Job Description



**Reports to:** Director of Meal Distribution & Volunteer Services

**FLSA Status:** hourly; 20-25 hours/week

**Salary Range:** \$15.75 to \$16.00/hour

**Monday through Friday:** 7:00 am to 12:00 pm

**Approved by:** Executive Director

**Date Developed/Updated:** December 2023

**Summary:** The Meals on Wheels Driver makes sure that older adults in our community receive a hot, nutritious and visually appealing meal delivered by a kind and friendly individual.

### Essential Duties:

- Making sure that each assigned customer receives a complete and visually appealing meal(s) prepared for him/her on time and within the required temperatures range.
- Providing a brief, but very friendly and caring interaction, with each customer assuring that the older person has at least one positive, social interaction each day.
- Packing meals properly and with care to make sure you have all the required items needed for that day (the right number of meal(s), and the right number of bags containing all of the necessary food item).
- Making sure that food is handled in a safe and sanitary way by following food handling and sanitation practices set forth by the Department of Health and the Department of Aging.
- Providing assistance to, or cover for, other team members as requested by the Director of Meal Distribution and Volunteer Services.
- If using a Meals On Wheels vehicle, treating the car assigned to him/her with 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 be used to transport individuals, if need be.
- Adhering to all traffic rules and regulations; exhibiting safe driving habits
- Performing other duties assigned by the Director of Meal Distribution and Volunteer Services or the Executive Director

### Qualifications and/or Experience:

- High School Diploma or equivalency required.
- Current, valid NY State Driver's License along with a minimum 1 year driving experience, required
- Friendly with a positive attitude and enjoy working with seniors
- Ability to frequently get in and out of a car, manage stairs and lift 15-20 lbs
- Must be willing to work in inclement weather (humid, cold, raining, light snow)