

**Community Action of Allegan County
(CAAC)
Position Description**

Position Title: Home Delivered Meals Driver

Classification: Part Time/Non-Exempt

Status: Hourly: 20 -29 hours per week
Range: \$9.25/hour + mileage

Date: January 1, 2018

Summary/Objective: Under general direction of Senior Services Supervisor and Lead Home Delivered Meals Driver, this position is responsible for delivery of hot and frozen meals to homebound seniors in Allegan County. Position provides support to the Senior Services Program Leadership by delivering meals while practicing all relevant food safety and quality procedures, preparing daily route logs at the beginning and end of the delivery day, data entry as needed, providing high quality client and stakeholder services. This position requires the Home Delivered Meals Driver to have access to a licensed and insured vehicle to complete daily routes. The driver must also be licensed with a driving record free of violations.

Essential Functions:

Maintain all programmatic and client confidentiality standards.
Assist clients in attaining agency service; provide opportunities and resources during client interactions.
Assist clients during assessment and/or re-assessment process in completion of necessary applications and paperwork.
Maintain vehicle to pass all monitoring and annual vehicle checks.
Maintain hard copy/digital records of mileage as programmatically required.
Attain or maintain certifications as required by programmatic funders/stakeholders.
Stay current on regulations, systems, and procedures related to Home Delivered Meals Driver Position.
Assist in collection and analysis of data to prepare monthly and annual reports.
Assist in monitoring the need/use of equipment and program supplies as relates to the Home Delivered Meals Position.
Assist in distribution of Community Service Program(s) monthly newsletter.
Attend skills and certifications training as required by Senior Services Supervisor.
Other duties as assigned by management.

Competencies:

Proficient communication skills; oral and written.

Demonstrates leadership and ability to work independently.

Demonstrates excellent organizational skills and attention to detail.

Provides and exemplifies team orientation.

Exhibits understanding and ability to work with information technology; to include multi-network environment, and cloud based programs.

Proficient computer skills and knowledge of relevant software and general database management systems (MS Office Suite to include 365, Word, Excel, CAREeVantage, etc.).

Excellent time management.

Knowledge of standard administrative practices and procedures.

Ability to work with volunteers.

Knowledge and understanding of issues related to individuals and families in poverty.

Ability to maintain client and organizational confidentiality.

Bilingual a plus.

Work Environment: This job operates in a professional office environment, in off-site venues and outside event areas. Role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. A large portion of work time spent in the vehicle.

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. While performing the duties of this job, the employee is regularly required to talk and/or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 35 pounds.

Position Type and Expected Hours of Work: This is a part-time position. Days and hours of work are Monday through Friday, 9:30 a.m. to 3:00 p.m. (actual hours to be determined) Evening and weekend work may be required as job duties demand.

Travel: Travel is primarily local (within Allegan County) during the business day, although some out-of-the-area and overnight travel may be expected.

Education and Experience: High School diploma or GED. Five plus years of successful work or volunteer experience in non-profit sector preferred. Serv Safe Food Handler or Food Manager Certification preferred.

Additional Eligibility Qualifications: Commitment to CAAC goals and mission.

EEO Statement: Community Action of Allegan County (CAAC) extends employment opportunities to qualified applicants and employees without regard to age, race, color, sex, weight, height, religion, national origin, pregnancy, marital status, veteran status, physical or mental disability unrelated to the employee's ability to perform his/her job and/or any other characteristic protected by federal, state or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, lay-off, recall, transfers, leave of absence, compensation and training, including internship. In accordance with applicable federal and state laws protecting qualified individuals with known disabilities, CAAC will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact CAAC management.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This position description does not constitute a written or implied contract for employment.

Signatures:

This job description has been approved by all levels of management:

Executive Director: _____

Human Resources: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____