

JOB DESCRIPTION

Position Title	Department	Reports to
Seasonal Home Delivered Meals Driver	Senior Services	Nutrition Program Manager
Employment Status	FLSA Status	Effective Date
<input checked="" type="checkbox"/> On Call <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	08/26/2024

POSITION SUMMARY

- Responsible for providing support to regular part-time staff for the transport of meals to homebound senior citizens in a safe, courteous, professional and efficient manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Provide support to regular part time staff during vacation, sick leave or time off request.
- Uses either a company owned van, vehicle or modified “Hot Shot” (with hot & cold compartments) to deliver packaged meals daily to homebound elderly participants in program service area as instructed.
- Follows all required “well check” and follows up meal delivery attempts as required by LA County and Agency protocols. The incumbent must always make an attempt to physically see the client. The incumbent must have a live cell phone at all times. A work cell phone is provided to the incumbent.
- Loads, unloads, and stores delivery equipment and freight deliveries in a safe and neat manner.
- Assists with packaging meals, milk, wrapping bread, and fruit for delivery.
- Reports any unusual conditions of food and/or problems observed during delivery of meals to recipients to HDM Coordinator/Nutrition Program Manager.
- Demonstrates understanding and patience when dealing with incapacitated individuals and the elderly population.
- Communicate and work with home delivered meals program staff to ensure open lines of communication and seeks advice and guidance on all home delivered meals policies and procedures.
- Informally observes the status of elderly people who are receiving home-delivered meals to ensure their health, safety and security; reports any problems to supervisor immediately.

- Maintains delivery vans, vehicles or “Hot Shot” vehicles, equipment and the HDM area/building in a clean, neat, orderly and sanitary manner.
- Maintains accurate, weekly maintenance and mileage records for vehicle.
- Complies with all necessary health and sanitation requirements and guidelines.
- Facilitate a team approach in working with other staff in order to ensure consistent and well-organized management of the YWCA Senior Services Home Delivered Meals Program and related service systems.
- Attends **MANDATORY** monthly HDM staff meetings to improve practices, implement new policies, report QA problems/concerns and maintain general knowledge of Agency needs.
- Maintain work hours within the contractual ENP budget and completes route deliveries assignments according to SOP guidelines and procedures in a safe and efficient manner.
- Maintain confidentiality in all matters of agency and program personnel, operations and clients; and maintain professional relationship with clients at all times.
- Follow the YWCA SGV’s mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all.
- Performing other duties as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High school diploma or equivalent.
- Over 21 years of age
- Availability for on-call position

WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. The working environment for this position includes a walk-in freezer, kitchens, delivery vehicle and client homes. The employee may be exposed to noise levels that interfere with normal speech/hearing; temperature extremes working both inside and outside; or wetness, fumes, vibrations, dust, etc. sufficient to cause significant comparable discomfort. Also, there may be exposure to hazardous substances such as cleaning agents.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to spend time standing, walking, sitting, listening, speaking, carrying, driving, pulling, pushing, lifting and cleaning. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee must lift and/or move up to 30 pounds. Occasionally, the employee will be required to lift up to 50 pounds for which help from others may or may not be available.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.