

MEALS ON WHEELS PROGRAMS & SERVICES OF ROCKLAND, INC.

JOB DESCRIPTION

TITLE: STAFF DRIVER (non-exempt position)

HOURS: 2-3 ROUTES PER DAY

SUPERVISOR: VOLUNTEER COORDINATOR

SUMMARY STATEMENT OF POSITION:

Driving up to three routes per day delivering food to homebound people across Rockland County. The routes are assigned by 10:00 a.m. each weekday by the Volunteer Coordinator who first assures that all volunteer sources are exhausted. Every effort is made to schedule the routes within reasonable driving distance from each other and to work tandem with each other.

REGULAR TASKS:

1. Contact Volunteer Coordinator each day prior to 10:00 a.m. and must be available up to 1:00 p.m.
2. Deliver both hot and cold food to homebound recipients.
3. Refrigerate cold food trays if recipient needs assistance.
4. Open hot food containers and milk, as necessary.
5. Deliver special programs such as blizzard boxes, pet panty and miles of smiles, as directed.
6. Deliver weekend meals, as assigned.
7. Performs all tasks in a safe manner avoiding accidents and unsanitary food handling conditions promptly.
8. Use the mobile app during deliveries
9. Advises supervisor of any unsafe or unhealthy conditions.
10. Fulfill all other related tasks, as described.

EXPERIENCE AND SKILLS REQUIRED:

- Self motivation
- Ability to follow written route directions
- Ability to perform tasks without direct and constant supervision
- Ability to communicate
- Tact, resourcefulness, initiative and sensitivity
- Drive in inclement weather and holidays

MINIMUM REQUIREMENTS

- Proof of valid driver's license and auto insurance
- Clean driving record
- Automobile available 5 days a week
- Have a working cellphone