



## Home Delivered Meal Driver

FLSA NON-EXEMPT

### POSITION SUMMARY

The Home Delivered Meal Driver is responsible for the delivery of meals to homebound consumers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Delivers daily meals as assigned to homebound elders in a sanitary and sensitive manner.
2. Keeps accurate records and receipts, as required by the Nutrition Program, pertaining to delivery routes and the number of meals delivered.
3. Reports to the Site Manager or the Home Delivered Meal Supervisor on a daily basis, any problems, noticeable changes in the health status of the consumers, or absence of a client when delivering the meal.
4. Ensures that proper temperature and sanitation controls are in effect throughout the delivery process.
5. Attends training and informational meetings as designated by the Home Delivered Meal Supervisor or the Nutrition Program Manager.
6. Must observe safety procedures in performing the duties of this position. This includes but is not limited to wearing seat belts, observing traffic regulations, using caution on wet, icy and/or irregular walking surfaces.

### OTHER RESPONSIBILITIES

Performs any other duties related to the home delivered meal programs assigned by the Home Delivered Meal Supervisor or the Nutrition Program Manager.

### ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Has the ability and willingness to support the goals and policies of WestMass ElderCare.
- Must provide personal and reliable transportation.
- Must have a good driving record and maintain a good driving record.
- Must be able to use a GPS or find locations using a map.
- Must be willing to comply with all department or agency procedures.
- Must be able to make appropriate decisions.
- Must be able to work effectively in a culturally diverse work setting.
- Must be able to work effectively with all others in the department.
- Must be able to maintain simple and accurate records including route sheets



and travel sheets.

- Must be able to handle confidential data and information appropriately.
- Must be sensitive to the conditions and needs of elders.
- Must be able to follow directions.
- Must be flexible regarding routes and time of work.

### **CERTIFICATIONS, LICENSES, REGISTRATIONS**

- Valid driver's license.
- Satisfactory driving record.
- Satisfactory CORI check.

### **PHYSICAL/MENTAL 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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be in good general health and demonstrate emotional stability.
- Must maintain regular and consistent attendance.
- Must be able to lift and carry objects weighing up to 25 pounds.
- Ability to ambulate independently.
- Ability to effectively cope with a variety of personalities and other stress provoking factors associated with a broad base of people and time constraints.
- Ability to successfully communicate with others in person and by the phone.
- Ability to see and understand written words and to communicate with written word.
- Ability to operate a motor vehicle in all types of weather conditions.
- Ability to enter and exit the motor vehicle up to 40 times per day.
- Ability to climb multiple flights of stairs.
- Ability to be effective in a changing environment.

### **WORK ENVIRONMENT**

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- Ability to safely operate a motor vehicle in all types of weather conditions.
- Consumers in rural suburban, urban and inner city area.
- Ability to concentrate and accurately complete work in an environment in which the noise level is often moderate to loud and distracting, and there are frequent interruptions.
- Ability to work between the hours of 10:30 am and 1:00 pm, Monday through Friday.
- Generally, the maximum number of hours per week is 12.5 for this position. If a person is a substitute, the hours may be less. The Home Delivered Meal Supervisor or the Nutrition Program Manager will assign hours of work.
- Must be able to be flexible regarding routes and time of work.

#### **OTHER**

- Must have an appropriate appearance for working with consumers. Identification badges should be visible. Agency issued jackets or shirts must be worn when directed by the Home Delivered Meal Supervisor or the Nutrition Program Manager.
- Footwear appropriate to the job with consideration must be worn. E.g. winter; boots, non-skid soles, soles that allow for steady footing in rain, snow, etc.; other seasons: closed heel and toe shoes with flat non-skid soles (Flip-flops are never appropriate.)

#### **Accountable to**

The driver is accountable to the Home Delivered Meal Supervisor and/or his designee.

#### **Disclaimer**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of responsibilities, duties, skills and abilities required.

Driver

Date

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Supervisor

Date

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