



## **HDM Delivery Driver (on-call) Job Posting (October 13, 2017)**

### **POSITION SUMMARY**

Meals on Wheels by ACC (MoW) promotes the general welfare and enhances the quality of life for older adults in our community by identifying, developing, and providing culturally sensitive nutrition services and related activities. Under the supervision of the Home-Delivered Meals (HDM) Operations Manager, this position is responsible for delivering meals and other program related materials and information to homebound older adult clients. This is an on-call, hourly (non-exempt) position. This position does not include company benefits, i.e., health insurance, vacation/holiday pay, 403(b) Retirement Savings. The on-call HDM Delivery Driver will accrue one hour of sick pay for every thirty hours worked.

### **JOB FUNCTIONS**

- Delivers meals and other program related materials and information to homebound older adult clients.
- Loads and unloads food items, supplies, and various items into and out of delivery vehicle.
- Tests and records temperatures of meals; maintains accurate records of daily meals served, and reports any changes in meal deliveries to supervisor.
- Maintains daily vehicle records of mileage and advises supervisor when vehicles are due for service.
- Conducts safety status checks of assigned clients at each delivery to assure clients' well-being is maintained; reports changes in clients' status to supervisor.
- Mandated reporter for Elder Abuse; reports any suspicious circumstances or suspected abuse to Adult Protective Services
- May require proper use and knowledge of body mechanics and safety mechanics.
- Demonstrates compliance with MoW policies, procedures and standards.
- Other tasks as assigned.

### **POSITION REQUIREMENTS**

- Must complete a criminal background check and pre-placement physical exam.
- High School Diploma or GED.
- Must have a valid "class C" California Drivers License and maintain a clear driving record.
- Knowledge of food safety and sanitation requirements preferred.
- Ability to perform routine motor vehicle maintenance procedures.
- Knowledge of basic math and record keeping.
- Ability to apply customer service skills including the identification of customer needs and follow up to ensure those needs have been met.

- Ability to work with diverse language and ethnic populations.
- Ability to understand and follow verbal and written instructions and delivery schedules
- Ability to read and understand street maps; ability to maintain records, logs, and schedules.

**PHYSICAL DEMANDS:**

- This position requires the person to be able to sit, stand, and walk. May require proper use and knowledge of body mechanics and safety mechanics. Work may involve bending from the waist, stooping, twisting, and lifting of objects not to exceed 35 pounds (except with the use of appropriate equipment). Compliance with all OSHA (Occupational Safety and Health Act) regulations is required.

**TO APPLY:**

Please send letter of interest and resume to Meals on Wheels by ACC, 7375 Park City Drive, Sacramento, CA 95831, ATTN: Kim Chavez, or email to [Twaterford@accsv.org](mailto:Twaterford@accsv.org). Please visit [www.mowsac.org](http://www.mowsac.org) for further information. All applications accepted until position is filled. Meals on Wheels by ACC is an Equal Opportunity Employer