

Job title: Meals on Wheels Driver Reports to: Director of MOW Fleet
Part-time: 26 hours per week: Monday thru Thursday (Fridays optional) Non-Exempt

Posting date: April 1, 2024
Closing date: April 15, 2024

Position summary

The Meals on Wheels Driver will deliver meals to all sites and clients in a safe and efficient manner and explicitly adhere to MIFA's vehicle operations manual.

Qualifications

- High school diploma or GED equivalent
- Six months experience in a driver related capacity
- Valid driver's license with F endorsement
- First Aid/CPR certification eligibility

Major responsibilities and related tasks

Maintain safe driving habits; be aware of vehicles around you, maintain speed within legal limits, do not use cell phone while driving, use your seat belt

- Report any traffic violations or incidents immediately
- While loading supplies and food containers into van, do so safely, using proper lifting techniques (bending knees, using two hands, feet firmly planted)
- Complete daily pre-trip and post-trip inspection form to ensure vehicle safety
- Complete the odometer reading form daily
- Maintain appropriate fuel levels and secure assigned gas card
- Communicate with supervisor any maintenance needed; maintain daily cleanliness of vehicle, picking up trash and debris inside

Deliver meals on time and efficiently maintain time schedule so meals arrive in a timely manner.

- Run route within rated time (not to exceed 5 hours and 30 minutes daily unless authorized in advance)
- Check hot and cold meal counts for accuracy against assigned route
- Ensure all temperature-controlled food devices are clean and working properly
- Return empty temperature-controlled devices and used utensils to the kitchen daily when returning from your route. Place equipment in designated area.
- Secure donations and log donations in upon return from your deliveries with office personnel verifying donation amount
- Communicate effectively with director on route changes needed, problems, etc.
- Willing to drive/deliver at congregate or home-delivered meal sites; cross-train on various routes

Embrace the use of technology

- Log in to Mobile Meals app for assigned route details
- Finalize daily completion of assigned route in Mobile Meals app

- Document in Mobile Meals app any changes or challenges and finally sign signature page, submit, and log out.
- Conduct monthly wellness checks in Mobile Meals app to document daily living needs of clients
- Use Paylocity to maintain accurate time sheet records

Other responsibilities

- Promote and display professional conduct and attitude that is conducive to teamwork and the meeting of organizational and departmental goals.
- Ability to welcome and respect people of diverse ages and races with sensitivity to civic and cultural issues
- Ability to read a map book, schedule and to follow directions.
- Attend monthly meetings (safety, training, company updates, new procedures)
- Other duties assigned to meet goals of the department

Supervisory responsibilities

N/A

Reports to

Director of MOW Fleet

Salary: \$16.00 hourly

To Apply: Job Opportunities (mifa.org)