



HOME-DELIVERED MEAL DRIVER Job Description

Purpose:

The Home Delivered Meal (HDM) Driver assembles, packages, and delivers meals to home-bound elderly and eligible persons with disabilities, in defined geographic areas. Meal delivery service includes a brief wellness check and distribution of program or nutrition information. The HDM service helps program recipients to maintain their independence and avoid premature institutionalization.

Supervision Received and Exercised:

Receives general supervision from the Program Supervisor

Essential Functions:

Duties include, but are not limited to, the following:

- Receive delivery of prepared meals
- Assemble and package meals in compliance with agency and fund source requirements and Maricopa County health regulations.
- Deliver meals, using personal vehicle, to pre-established geographic regions, ensuring successful delivery within required timeframes.
- Greet meal participants and take note of physical appearance, general condition, and safety of immediate surroundings.
- Collect recipient signatures and complete status forms.
- Deliver monthly menus, newsletters, surveys, and other information as necessary.
- Follow established safety and reporting protocols, including but not limited to contacting emergency services and/or reporting any matters of concern to the HDM Program Manager
- Maintain accurate documentation of meal delivery activity and mileage; provide daily reports as required.
- Assist with kitchen cleaning and maintenance, clean and maintain meal delivery bags and storage dishes.
- Interact with and assist volunteers on a regular basis.
- May assist when needed with congregate meal services offered at senior centers.
- Other duties as needed and appropriately assigned.

Qualifications:

Must be 18 years old or older.

Experience:

- 1 year customer service-oriented experience and /or education; experience working with older adults preferred.
- Sensitivity to the needs of elderly and homebound disabled adults
- Responsible work history indicating dependability, initiative, flexibility and ability to follow directions.
- Demonstrated ability to work effectively in crisis situations.



- Physical capability to perform the job including loading meal carriers and food boxes into a vehicle and the homes of the clients. Ability to lift 45 lbs.

License/Certifications:

- Maricopa County Food Handlers Card upon hiring
- Valid Driver's License
- Arizona Dept. of Public Safety Level 1 Fingerprint Clearance Card, upon hiring
- Arizona Dept. of Economic Security Criminal History Self Disclosure Affidavit (notarized signature required) and Adult Protective Services Clearance, upon hiring.

Other Requirements:

- Current auto registration
- Current Auto Insurance (AZ State required level of liability insurance)
- Dept. of Transportation Driving record – 39 Month report
- Personal vehicle for use on the job (mileage reimbursement is available)
- Must be able to repetitively lift up to 45 lbs, as needed.

Status:

Part time/non-exempt/hourly for an average of 20 hours/week, Monday through Friday mornings/early afternoon

Compensation: \$15.50 per hour + Mileage

TCAA is an Equal Opportunity Employer

TCAA is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

TCAA is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at TCAA and is an important principle of sound business management.

To Apply: Submit resume to humanresources@tempeaction.org

