**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 Senior Meal Program Manager

**Essential Functions:**

* Duties include, but are not limited to, the following:
* Receive delivery of catered 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
* Interacts with and assists volunteers on a regular basis
* May assist when needed with congregate meal services
* Other duties as needed and appropriately assigned

**Qualifications:**

Must be 18 years old or older

**Experience:**

* 1 year related 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:**

Possess an Arizona Driver’s License, current auto insurance, and a vehicle to use for delivering meals

Maricopa County Food Handlers Card

Possess or able to secure a DPS Level One Fingerprint clearance card and Central Registry Clearance

**Status:**

Part time/non-exempt/hourly for an average of 20 hours/week

**To apply:**

Submit letter of interest and resume to toddh@tempeaction.org

**TCAA is an Equal Opportunity Employer**