



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 Finger Print 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)

Status:

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

Compensation: \$14.00 per hour + Mileage

To Apply: Submit resume to humanresources@tempeaction.org

TCAA is an Equal Opportunity Employer