

MONTCALM COUNTY

COMMISSION ON AGING MEALS ON WHEELS HOME DELIVERY/CONGREGATE MEAL SITE DRIVER - PERSONAL CAR

Irregular, Part-Time

\$25.00 - \$35.00 per 2-4 hour shift + Mileage

General Summary:

Under the direction of the Nutrition Program Coordinator, will deliver meals to home bound seniors using their personal vehicle.

Essential Functions

1. To deliver nutritious meals to home bound seniors in a timely, safe and confidential manner.
2. To use proper equipment (hot box and cooler) in order to minimize the risk of food spoilage.
3. To provide regular social contact to ensure the safety and well-being of the seniors.
4. To adhere to the Commission on Aging policies and to conduct yourself in a professional manner. This includes teamwork, observing a helpful and courteous attitude and to observe a constant awareness that you are a reflection of the Commission on Aging.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Education: High school graduation or equivalent.

Experience: Experience in dealing with older adults.

Other Requirements: Possession of a valid Michigan Driver's License and reliable transportation.
Proof of Insurance (liability)
Driver's Insurance will be the primary insurance.
Attend training as required.
Fill out all necessary reporting forms accurately and neatly.
Protect and respect the confidentiality of the seniors you serve.
To use your personal vehicle as sole transportation.

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Other Requirements:

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The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with job related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to travel throughout the area.

Ability to lift up to fifty pounds.

Working Conditions:

Travels to clients homes.

Exposure to homes of various states of cleanliness and hygiene.

Hours are scheduled Monday – Friday between 8:00 a.m. – 4:00 p.m. (usually M, W, F mornings or a combination thereof, usually done by 1:00 p.m.)

Applications are available (on line at www.montcalm.org or outside the Controller's Office) and are due in the Montcalm County Controller's Office, 211 W. Main Street, PO Box 368 Stanton, MI 48888. Applications will be accepted until 4:00 p.m. on Tuesday, July 17, 2018. EOE