



Job Title: Home Delivered Meals Driver
Reports To: Operations Manager

Status: Part-Time, Non-exempt

Summary of Position: Home Delivered Meals Driver delivers the noon meal on a specific route within a defined area and time following with established guidelines for safe meal delivery and as written on the routing instructions. The driver maintains communication with the supervisor or nutrition manager on a daily basis.

Responsibilities & Duties:

- Adheres to and clearly articulates the mission and core values of WASI
- Reviews the needs of the day with Program Assistant and Nutrition Program Manager.
- Ensures portion control, quantity and quality control of food. Observes the proper rotation procedures are followed for produce and dairy products.
- Monitors vehicle logs and schedules vehicle service every 3000 miles.
- It is your responsibility report windshield chips as they occur in order to schedule chip repair in an effort to avoid windshield replacement.
- Maintain clean interior of vehicles– vacuum wipe and wash as needed.
- Run vehicles thru Mr. Lube car wash bi weekly or as needed.
- Assures and reports client(s) safety and well-being as prescribed by WASI
- Complies with statutes and regulations about confidentiality of family members including to HIPAA, etc.
- Maintains sufficient inventory of food and supplies.
- Ensures that food is received, stored, prepared, held and served under sanitary conditions to prevent the transmission of food borne illness.
- Performs other related duties as assigned.

Qualifications

Skills & Abilities Required:

- Valid State of Alaska driver's license, clean driving record, and proof of insurance.
- Must Pass Alaska Background Check and Drug Testing
- Ability to understand and monitor applicable regulations, policies and procedures.
- Good verbal and written communication skills.

Skills and Abilities Preferred:

- High school diploma
- Experience with delivery
- Effective decision making and problems solving skills.
- Good interpersonal relationship skills
- Ability to work as a member of a team

Core Competencies:

- Belief in mission and core values of WASI
- Team player
- Self directed
- Empathic communicator
- Positive Attitude

Physical demands: While performing the responsibilities of the MOW Driver job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. The Driver must sit for long periods and requires intense concentration, particularly in poor driving conditions. The work of the Driver requires intense concentration. The Driver must drive in a safe and appropriate manner. Stress can be caused by the need to drive in adverse weather conditions. The Driver has a moderately strenuous job.

Work environment: The work environment characteristics described are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Driver must work in all different weather conditions including extreme cold and heat.

NOTE: WASI is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a "living document" updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job and identify performance measures and potential training needs.

I received a copy of this job description, and the responsibilities of my job were explained to me by my supervisor.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date