

Job Title: Meals Delivery Program Driver-Part Time
Department: Senior Citizen Center
FLSA Status: Non-Exempt
Reports To: Kitchen Manager/ Program Director

Job Summary:

Under general supervision of the Kitchen Manager and Program Director, the individual in this position will pack and deliver meals daily for senior citizens. Will be responsible for all delivery equipment and vehicle. Must count and verify meals daily. Hours are Monday-Friday from 7:30 a.m. to 1:30 p.m.

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating Upson County's values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

Major Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required or assigned.

- Perform multiple checks of meals for delivery each day.
- Notify supervisor or assistants of any changes in meal delivery.
- Notify supervisor or assistants of any route changes.
- Prepare drink choices ahead of time for next delivery.
- Complete vehicle information daily and turn in to supervisor.
- Prepare delivery equipment for next delivery.
- Checks in and helps put away delivery items.
- Pack and deliver meals to multiple locations, including to individual homes.

Desired Knowledge, Skills and Abilities:

- Knowledge, skill and ability to use food delivery equipment.
- Ability to lift up to 50 pounds.
- Knowledge and skill in food service is very desirable.
- Skilled in interpersonal relations and customer service in dealing with the public.
- Ability to comprehend oral and written instructions.
- Knowledge of basic vehicle maintenance is desired but not mandatory.
- Ability to drive in all weather conditions.

Minimum Qualifications:

- High school diploma or GED equivalent
- Valid Georgia Drivers' License
- Up to date and satisfactory Motor Vehicle Record
- Requires an acceptable background check to include local and state criminal history check and sex offender registry check