

POSITION: Home Delivered Meal Driver

CLASSIFICATION: Part time

REPORTS TO: Director of Operations

FLSA: Non-Exempt

POSITION SUMMARY:

The purpose of the Home Delivered Meal Driver is to deliver meals in Maryville and surrounding areas. The position functions under general supervision of the Director of Operations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Deliver meals to home delivered meal clients and help put away as needed
- Report any suspicious change in client's condition to the main office
- Maintain accurate delivery records
- Turn monthly reports in by the 2nd working day of each month
- Inform the office of any route changes
- Inform the office of client cancellations, if reported to you by the client
- Keep the vehicle and all HDM carriers clean
- Have reliable, suitable transportation
- Have valid Missouri licenses for driver and vehicles to be used
- Have valid Missouri automobile insurance for vehicles to be used

KNOWLEDGE REQUIRED:

High School diploma or GED required.

SKILLS/ QUALIFICATIONS/ ABILITIES REQUIRED:

- ✓ Must have a neat, clean appearance
- ✓ Must be able to follow written and oral instructions
- ✓ Excellent interpersonal skills
- ✓ Able to work independently and meet deadlines with minimal supervision
- ✓ Must enjoy working with people and be sensitive to the needs of the elderly
- ✓ Ability to remain unbiased and professional
- ✓ Ability to look at situations from several points of view
- ✓ Travel extensively by car
- ✓ Able to do moderate lifting, pushing and pulling