



Job Description

Job Title: Driver

Work Location: Gilbert Senior Center

Division/Department: Senior Programs/Home Delivered Meals

Reports to: Home Delivered Meals

Full-time
 Part-time
 On-Call

Exempt
 Nonexempt

Work Schedule: This position works primarily business hours, Monday through Friday, as needed.

Position Summary:

The Driver position drives an AZCEND vehicle to deliver meals and food in order to offer resources and services that nourish, challenge, and assist and entertain person age 60+.

Essential Duties and Responsibilities include the following, other duties may be assigned:

- Carries out responsibilities in accordance with company policies and procedures.
- Exercises confidentiality, sensitivity, and professionalism and upholds company values and goals.
- Demonstrates continuous effort to improve operations, streamlines works processes, and works cooperatively to provide quality, seamless customer service.
- Drives vehicle to facilitate food transportation and meal delivery.
- Keeps accurate records of all meal deliveries.
- Monitors food temperatures to insure compliance with health and safety standards as well as other contractual obligations.
- Performs health and safety checks of all participants who receive meals and reports any changes or concerns to the Home Delivered Meal Coordinator.
- Participates in home delivered meal packaging and other specific kitchen duties at all AZCEND Senior Center as assigned.
- Checks vehicle daily for fuel and makes sure everything is safely operational.
- Fills gas tank as needed and maintains mileage, repair and gas logs in each vehicle.
- Performs and/or arranges for service and regular maintenance of vehicles as directed.
- Familiar with all home delivery routes: provides feedback to Home Delivered Meal Coordinator regarding route efficiency.
- Informs management of any participant requests for information, referrals or any programmatic problems.
- Keeps immediate supervisor promptly and fully informed of all problems or unusual matters of significance and takes prompt corrective action where necessary or suggests alternative courses of action which may be taken.
- Performs all duties and responsibilities in a timely and effective manner in accordance with established company policies to achieve the overall objectives of the position.
- Promotes family, staff and community involvement with all aspects of the Senior Center programming.
- Participates in program marketing, outreach, program development and fundraising, as requested.
- Participates in ensuring programmatic contract compliance with all funding sources.
- Participates in cost controls measures as directed.
- Provides information requested by AZCEND's management for preparation of reports.

Duties and responsibilities may change or new ones may be assigned at any time with or without notice.

Education and/or Work Experience Requirements:

- Training in vehicle operation and traffic laws and driving experience with appropriate driving record (verifiable with MVD).
- A current Food Handler's card is required
- Certification in CPR and First Aid.
- Ability to qualify to drive AZCEND vehicles through company insurance provider.
- Must be able to obtain a Level One fingerprint clearance card from DPS and pass a Central Registry background check.

Physical Activities and Demands:

- Constantly
 - move self in different positions to accomplish tasks in various environments including tight and confined spaces.
 - move about to accomplish tasks or moving from one work site to another.
 - adjust or move objects up to 30 pounds in all directions.
 - communicate with others to exchange information, via use of computer, software systems, email, and phone.
 - utilize vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
 - repeat motions that may include the wrists, hand, and/or fingers.
 - operate a motor vehicle.
 - assess the accuracy, neatness, and thoroughness of the work assigned.
 - perform the essential job functions consistent with the ADA and other federal, state and local standard in a safe and successful manner.
 - maintain regular, punctual attendance consistent with the ADA and other federal, state and local standards.
- Occasionally
 - ascend or descend ladders, stairs, ramps, and the like.
 - perform sedentary work that involves sitting or standing.

Environmental Conditions:

- The driver's work environment is spread out between different areas, such as picking up food in the senior center and kitchen, being in the AZCEND vehicle, and, being out in the community. Work is performed in:
 - low or high temperatures.
 - outdoor elements such as precipitation and wind.
 - noisy environments.
 - areas of fumes, such as gas station.

Approved By:**Approved Date:****Print Employee Name:****Employee signature:****Date:**