



## **DRIVER – ON CALL JOB DESCRIPTION**

**Reports To:** Home Delivered Meal Coordinator

**FLSA Status:** Hourly/Non-Exempt

**Prepared Date:** June 4, 2012

**SUMMARY:** Drives AZCEND vehicle to deliver meals and food in order to offer resources and services that nourish, challenge, and assist and entertain persons age 60+. AZCEND's Senior Programs staff act in accordance with the Senior Programs guiding principals: advocate for the well-being, respect individuality, engage in meaningful activities, and foster independence of/for the people we serve by performing the following duties.

**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.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Training in vehicle operation and traffic laws and driving experience with appropriate driving record (verifiable with MVD).

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to clients, general public, volunteers and employees of the organization. A strong knowledge of the needs of seniors. Ability to relate to elderly of all economic, social and ethnic groups.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed instructions. Ability to deal with problems involving all traffic situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** A current Food Handler's card is required, as well as certification in CPR and First Aid. Must have clearance from the Arizona Central Registry and qualify for a Level One Fingerprint Clearance Card, current driver's license and ability to qualify drive AZCEND vehicles through company insurance provider.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job



include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an 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. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes, and outside weather conditions. The noise level in the work environment is usually moderate.

**Interested in applying?** Email your resume to [kelly@azcend.org](mailto:kelly@azcend.org)

**Committed to Equal Opportunity and Reasonable Accommodation**

