

## **HUMBOLDT SENIOR RESOURCE CENTER**

### **Job Description**

**JOB TITLE:** Home Delivered Meals Driver  
**DEPARTMENT:** Nutrition & Activities  
**REPORTS TO:** Dining Center Coordinator  
**FLSA STATUS:** Non-Exempt/Hourly  
**APPROVED:** **May 2021**

---

**JOB SUMMARY:** Transport packaged meals as appropriate to homebound elderly within Eureka, Arcata, McKinleyville, and Fortuna areas while following food safety guidelines. Operates personal and/or agency vehicles as required and applicable to complete deliveries.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Delivers hot and/or frozen meals in compliance with policies, procedures and food safety standards. Ensures meal quantity being transported meets requirements of route.
2. Operates personal and/or agency vehicles to complete deliveries.
  - a. While operating a personal vehicle to make deliveries, ensures insulated carriers are prepared to hold food at required food safe temperatures and completes and submits mileage reimbursement sheets.
  - b. While operating agency vehicle, ensures the temperature-controlled storage areas are working properly and/or takes steps to ensure food is transported using other storage methods to maintain proper food temperatures. Maintains agency vehicle in good running order and clean condition in compliance with policy and procedures. Completes maintenance log as required. Reports any vehicle concerns to Food Service Manager.
3. Maintains all meal transport equipment according to department policies and procedures. Reports any broken or damaged equipment to the Dining Center Coordinator for repair or replacement.
4. Delivers, along with meals, information, notices, pet food, and special event treats as requested.
5. Completes required daily paperwork indicating delivery of meal(s). In conjunction with the Dining Center Coordinator, maintains route book.
6. Adheres to agency policy regarding handling of donations.
7. Informs Dining Center Coordinator of any updates, information, or concerns (e.g. safety, health, other) regarding participants.
8. Assists Dining Center Coordinator with assessments when required.
9. Participates in meetings and training as required.
10. Maintains participant confidentiality as well as professional relationships with participants.
11. Treats participants and co-workers with respect, helpfulness, and kindness.
12. Participates in the process of teaching, training, and mentoring student interns and volunteers working within the program area.
13. Other duties as assigned.

#### **EDUCATION &/or EXPERIENCE:**

---

1. Food service or customer service background, preferred.
2. Knowledge and familiarity of geographic service area desired.

**LICENSES OR CERTIFICATES:**

1. Valid California Driver's License, good driving record, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, insured for State minimum liability requirements, and that can be used for the applicable job functions noted above.

**JOB SKILLS:**

1. Sincere interest in and ability to work with the elderly.
2. Ability to read, write and communicate effectively.
3. Ability to maintain accurate, neat records.
4. Proper food handling and sanitary skills.

**SUPERVISORY REQUIREMENTS:**

1. This position has no supervisory requirements.

**PHYSICAL REQUIREMENTS:**

1. Physical abilities sufficient to move between different work areas, communicate with co-workers and the public, operate a motor vehicle, complete basic reports, talk on the telephone, and travel to multiple locations.

**ANALYSIS OF PHYSICAL DEMANDS:**

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b><i>Lifting/Carrying</i></b>						<b><i>Twisting/Turning</i></b>					
Under 10 lbs.				X		Reach over shoulder				X	
11-20 lbs.				X		Reach over head				X	
21-50 lbs.			X			Reach outward					X
51-100 lbs.			X			Climb	X				
Over 100 lbs.	X					Crawl	X				
						Kneel	X				
<b><i>Pushing/Pulling</i></b>						Squat		X			
Under 10 lbs.		X				Sit					X
11-20 lbs.		X				Walk-Normal Surfaces				X	
21-50 lbs.		X				Walk-Uneven Surfaces				X	
51-100 lbs.			X			Walk-Slippery Surfaces			X		
Over 100 lbs.	X					Stand				X	
<b><i>Other</i></b>						<b><i>Driving</i></b>					
Keyboard/Ten Key		X				Automatic Trans					X
Fingering (Fine dexterity)		X				Standard Trans	X				
Handling (grasping, holding)				X							
Repetitive Motion-Hands				X							
Repetitive Motion-Feet				X							

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

*The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.*

*The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date