

Wood County Committee on Aging, Inc. Position Description

Position: Route Driver North / West (Part-time)
Index Number: 505

Reports to: Director of Food Service

Purpose: Provide timely preparation and transportation of safe home delivered meals and bulk food to congregate sites.

Responsibilities to include:

1. Verify, load, and deliver congregate and home delivered meals.
2. Clean, sanitize, and maintain coolers daily.
3. Assist with the preparation and packaging of meals for both congregate and home delivered.
4. Assist in ensuring compliance with governmental and funding source(s) sanitation regulations and standards.
5. Ensure required paperwork is completed and submitted as scheduled.
6. Schedule regular vehicle maintenance and monitor for road worthiness and safety. Clean interior and exterior (including hot/cold compartment), as needed.
7. Maintain and organize paper stock.
8. Deliver agency information packets/newsletters to specified locations within the covered area (route).
9. Perform other duties, as assigned.

Qualifications and Essential Skills:

Education requirements: Minimum requirements high school diploma or GED equivalent. Must successfully complete required ServSafe food service training. Must have a minimum of 5 years driving experience and a demonstrated ability to operate large vehicles.

Minimum Requirements:

Must have a proven record of working harmoniously with older adults as well as colleagues. Must be eligible for bonding and insurable under agency policy. Must possess a valid Ohio Driver's license with proof of auto insurance (state minimum). Must meet the requirements contained in Ohio Administrative Code (OAC) 173-3-06.6 (B)(3). Compliance shall be reviewed not less than annually. Must

successfully complete Bureau of Criminal Investigation (BCI) records check, as defined in OAC 173-9-01. Does not require a CDL.

Abilities Required:

Must demonstrate fluency in English, both written and oral. Requires lifting, bending, stooping, reaching, and standing for extended periods of time, and carrying hot pans/trays of food. Must be able to lift a minimum of 50 pounds consistently. Requires normal range of hearing and vision. Must be able to work in kitchen environment with heat and steam.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. This description shall not be construed as declaring the specific tasks and responsibilities. It is not intended to limit, or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under their supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Note: Responsibilities are not listed in any defined order or priority, but are requirements of the position.