

## **Wood County Committee on Aging, Inc. Position Description**

**Position:** Site Driver (Part-time or Full-Time)  
**Index Number:** 602

**Reports to:** Site Manager

**Purpose:** Provide delivery of home delivered meals and transport of participants.

Responsibilities to include:

1. Assist with safely packaging the home delivered meals and organizing meals by route.
2. Deliver meals to participants within a 2-hour window of the meal leaving the site (AOoA Policy 308 Procedure B1a).
3. Clean, sanitize and maintain all site home delivered meal coolers daily.
4. Schedule regular vehicle maintenance and monitor for road worthiness and safety. Clean interior and exterior (including hot/cold compartment), as needed.
5. Transport participants from their residence to the site and return, trips, and grocery shopping, as scheduled. Provide required documentation to the Director of Social Services, by required due dates.
6. Oversee daily operation of site when the Site Manager is absent.
7. Comply with all governmental and funding source(s) sanitation regulations and standards
8. Perform other duties, as assigned.

### **Qualifications and Essential Skills:**

Education requirements: Minimum requirements high school diploma or GED equivalent. Must successfully complete required ServSafe for Employees food service training. Must have a minimum of 5 years driving experience and a demonstrated ability to operate large vehicles (does not require CDL).

### **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.

**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.*