

Senior Life Resources

N O R T H W E S T

Position: Meals on Wheels Transporter

Reports to: Food Services Manager

Classification: Non-exempt; Part-Time

GENERAL POSITION SUMMARY: Responsible for the safe and efficient delivery of food and supplies. Provides meal site support for pickup and delivery from Central Kitchen using a company vehicle. Ensures that company vehicle is routinely maintained and cleaned. Assists in Central Kitchen with meal packaging, transport, & storage. Other duties as assigned or needed.

ESSENTIAL FUNCTIONS

- Prepare delivery bags for transport to delivery sites in Tri-Cities.
- Load and deliver food and supplies from Central Kitchen or suppliers to designated meal sites in a timely manner.
- Return supplies from sites to Central Kitchen.
- Perform safety inspection of delivery van, including fluid & tire pressure levels, refueling as needed, reporting concerns to supervisor.
- Complete weekly van inspection report.
- Follow appropriate safety and sanitary standards during the performance of all tasks.
- Pack transport bags/coolers appropriately to maintain adequate temperature controls.
- Assist with meal packaging as needed.
- Transport inter-office mail in a secure and confidential manner.
- Help with home delivery meal routes as needed.
- Attend meetings and trainings as required.
- Maintain confidentiality of all client, staff, and business-related information.
- Assist with dishwashing, trash removal, and cart cleaning.
- Perform other duties as required or assigned.

SPECIFIC JOB SKILLS

- Read, write, speak, and understand English.
- Operate a motor vehicle safely.
- Understand and carry out written and oral instructions.
- Work both independently and as a team member.
- Respond calmly and appropriately to all on-the-job situations, including emergencies.
- Provide proof of valid Washington State driver's license.
- Demonstrate respect and sensitivity to the needs of individuals, willing, and able to relate to individuals from all ethnic, racial, religious, or socioeconomic backgrounds.
- Listen and communicate effectively in-person, on the telephone, and in writing.

WORKING CONDITIONS

The position requires physical effort as a part of the essential functions. Physical effort may involve: frequent driving, sitting, standing, walking, pushing/pulling, bending and twisting at the waist, and reaching above shoulder, occasional kneeling, squatting, climbing of stairs, and lifting/carrying up to 40 pounds.

WORK HABITS

Required work habits include regular scheduled attendance, punctuality, teamwork, initiative, flexibility, courtesy, dependability, and professionalism.

EDUCATION AND/OR EXPERIENCE

- Required: At least 18 years of age with a High School Diploma or equivalent.
- Required: Valid Washington State Food Handler’s Card or the ability to obtain within 14 days of employment.
- Required: Proof of valid Washington State driver’s license.
- Preferred: 3 years of experience as a licensed driver.
- Preferred: Experience as a delivery driver.
- Preferred: Bi-lingual/bi-literate.

CONTINGENCY OF EMPLOYMENT

- Acceptable criminal history background check.
- Ability to be insured with the Agency’s motor vehicle insurance carrier.
- Acceptable driving record.
- Compliance with Chapter 246-215 WAC, Subpart B, “Employee Health”.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time.

Employee Acknowledgement

I have received, reviewed, and fully understand the job description of the Meals on Wheels Transporter position. I acknowledge that it does not identify all tasks that may be expected, nor address the standards of performance that must be maintained for continuing employment. I further understand and agree that I am able and responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee’s Signature _____ Date _____