



Grand County

Job Description

Title:	Home Delivery Driver	Job Code:	1925
Division:	Operations	Effective Date:	9/2017
Department:	Grand Center	Last Revised:	

GENERAL PURPOSE

Performs a variety of **supportive, skilled, and semi-skilled duties** related to the home delivery of meals to senior citizens.

SUPERVISION RECEIVED

Works under the direct supervision of the Grand Center Director.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Delivery: Loads the food in containers on the truck. Drives delivery trucks on prescheduled routes to deliver meals to home bound citizens. Brings the meal into the senior's home and opens the meal or places it in the refrigerator.

Reviews manifests and makes changes to directions. Maintains various travel and delivery records.

Uses technology and software programs to obtain information regarding daily schedules and program clients.

Customer Service: Reports observed changes in customer eligibility or physical and mental health to an appropriate staff member.

Reports immediately to appropriate organizations, such as 911, Adult Protective Services, or law enforcement, dangerous or unsafe observances.

Informs customers of other Aging Services opportunities and services.

Vehicle Maintenance: Inspects vehicle, checking lights, tires, horn, emergency equipment and exterior for damage. Reports equipment damage or failure. Fuels and inspects fluid levels, maintains tire air pressure, and cleans vehicle.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Six (6) months of work experience in a position related to driving, or related field;
- OR
- B. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Knowledge of vehicle operation and safety regulations; basic automotive maintenance; geographical regions and services in the Grand Canyon area; state highway and driving laws; defensive driving techniques; vehicle maintenance needs and mechanical operations; food handling; special needs of senior citizens.

Skills in safe operations of a motor vehicle; safe food storage and handling; organization and effective use of time and resources; effective communications.

Ability to establish effective working relationships with supervisors, co-workers, and senior citizens; communicate effectively verbally and in writing; exercise good defensive driving; work effectively during inclement weather and/or adverse road conditions; relate to customers of a diverse background; work independently; perform moderate record and data keeping tasks.

3. Special Qualifications:

- Must be able to pass a background investigation.
- Must possess a current Utah driver's license.
- Must pass a pre-employment drug screening.
- Must obtain a CPR and First Aid certification, and Food Handlers Permit within three months of employment.

4. Work Environment:

Working with the aging population, lifting food containers in and out of truck, and other mobility devices in and out of vehicle. Walking on a variety of terrains while carrying items or assisting clients. Standing, walking, bending, sitting, stretching, regularly lifting 25-50 lbs. Exposure to all types of weather. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)