



<b>PROGRAM:</b>	Meals on Wheels
<b>JOB TITLE:</b>	Delivery/Driver Assistant
<b>FLSA STATUS:</b>	Non-Exempt
<b>CLASSIFICATION:</b>	Temp (Less than 20 hours per week)
<b>LAST UPDATED:</b>	November 2017
<b>REPORTS TO:</b>	Volunteer Coordinator (MOW)

**GENERAL JOB SUMMARY:** Assist in preparation for and delivery of Meals on Wheels including related paperwork.

**RESPONSIBLE FOR:** Assistance

**DUTIES:**

1. Assist Volunteer Coordinators to assure that all preparation work for delivery of meals is complete, i.e. route sheets, assist with filling or packing routes, etc.
2. Keep volunteer area clean and supplied which includes cleaning meal carriers.
3. Pack and prepare satellite and drop- off routes which could include staffing the satellite site if assigned.
4. Assist volunteers by packing meals and loading meals into volunteer's vehicle as assigned.
5. Deliver assigned meal routes within the allotted time frames.
6. Deliver other items to clients as assigned, i.e. food boxes, fans, wheelchairs, etc.
7. Represent the agency in a respectful and positive manner when greeting volunteers and delivering to clients.
8. Report any issues occurring during delivery or while staffing satellite sites.

Performs other duties as assigned.

**JOB SPECIFICATION:** Must work well with people. The use of a personal automobile and valid Kansas driver's license is required. Ability to perform physical requirements, including standing, walking, climbing steps, bending and carrying up to 30 lbs.

**EDUCATION/EXPERIENCE:** High School diploma or equivalent. Excellence in customer service is important. Experience working with older adults preferred.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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