



## **JOB DESCRIPTION**

**POSITION:** On-call Drivers/Packers to pack meals for Meal on Wheels and/or deliver meals to and interact with homebound people in the mid-peninsula on an as needed basis.

**AGENCY:** Peninsula Volunteers, Inc. is a private non-profit, voluntary tax exempt agency supported by fundraising events, foundation and public grants, individuals and businesses. It develops and administers programs for the aging population of the mid-peninsula region.

**PROGRAM:** **Meals on Wheels**

**REQUIREMENTS:** Valid California Driver's License  
Maintain good safety record (verified by DMV at hire and at least yearly thereafter)  
Reliable vehicle  
Proof of liability insurance with a minimum of 100,000/300,000 coverage  
Criminal background clearance.  
Ability to verbally communicate and follow written instructions in English.  
Good customer service skills

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Driver**

- 1) Pick up packaged meals at Little House for a set route. Return delivery boxes to the storage shed.
- 2) Deliver meals to program participants within a two-hour limit.
- 3) Informally assess program participants mental and physical status on a daily basis and report any changes to the program office.
- 4) Participate in in-service training on a quarterly basis or as needed.
- 5) Return route list daily for shredding.
- 6) Comply with all traffic laws and agency safety policies.
- 7) Other duties as assigned.

#### **Packer**

- 1) Clean soft carriers and coolers with sanitizer
- 2) Pack salads, breads, and all desserts etc.
- 3) Pack cold plates for Fridays
- 4) Count trays to pack hot food
- 5) Turn on the hot tray line
- 6) Select right utensils to ensure proper portions
- 7) Work on hot line to fill meal trays
- 8) Return dirty pans to the kitchen area

**EXPERIENCE AND TRAINING:** None

#### **PHYSICAL REQUIREMENTS:**

- Ability to lift and move up to 40 lbs.
- Regularly required to sit and walk short distances
- Twisting required while entering and exiting vehicle

- Ability to bend and reach
- Ability to walk up and down stairs

**WORK ENVIRONMENT:**

- Exposed to variable weather conditions while delivering meals.

**ACCOUNTABILITY:** Reports to the Meals on Wheels Operations Manager

**HOURS:** 3-5 hours daily/Monday – Friday

Job descriptions are subject to change at any time.

03-25-16.