



Health and Nutrition Services

Judith Barris
Executive Director

Sherry Detrick
Board Chairperson

Diana Brook
Health and Nutrition Director

Job Description

POSITION: Meal Delivery Driver

RESPONSIBLE TO: SNP Coordinator

LEVEL/SALARY RANGE: 1

EMPLOYMENT STATUS: Part Time, Intermittent

PRIMARY WORK SITE: Assigned SNP kitchen or dining site

GENERAL RESPONSIBILITIES:

- Deliver meals to individual homes as assigned.
- Use proper food handling techniques.
- Follow standard safety precautions.
- Accurately complete all necessary paperwork.
- Effectively handle emergency situations.
- Report unusual conditions/occurrences to SNP Kitchen Manager.
- Adhere to the PASSPORT code of ethics and ACCAA confidentiality policy.
- All employees are required to obey all safety policies and procedures, and report all unsafe conditions, accidents, injuries and near injuries to their supervisor or designee.
- Perform other related tasks.

SKILLS/QUALIFICATIONS:

- Able to relate well with customers, staff and the public.
- Confidentiality in all aspects of program operation must be maintained.
- Must be able to follow both verbal and written directions and have the ability to work as a team member.
- Valid driver's license and automobile insurance required. Driving record must meet Agency standards.
- Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.
- Position requires ability to bend, climb stairs and lift up to 80 lbs.

- All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.
- Must comply with ACCAA Drug Free Workplace Policies
- Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times.
- Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.

E.O.E. D.F.W.P.

Signature

Date