

Senior and Community Services

 Alissa Holdson Ronald C. Loos Samantha Dragon Executive Director Board Chairperson Senior and Community Services Director

Job Description

POSITION: Meal Delivery Driver

RESPONSIBLE TO: SNP Coordinator

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.
* May occasionally work during evening or weekend hours for training purposes.

**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.**

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