



Well-being as we age

POSITION TITLE: Nutrition- MOW/ Congregate Program

Driver Job #: 38-NT-0018

Program: Nutrition

Reports to: Nutrition Manager

FLSA: Part-Time, Non-Exempt

Wage: DOE

SUMMARY:

Delivers meals to homebound older adults. Report changes in client conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Deliver frozen meals to frail, homebound older adults.

- Assemble and pack frozen meals according to client orders
- Deliver meals to client homes
- Observe and report changes in client condition or situation to RD or assessors
- Contact emergency personnel when client situation warrants
- Store foods according to standards to assure food safety and sanitation
 - Check to be sure refrigerated equipment is operating at safe temperatures and report any problems to Nutrition office
 - Rotate stock appropriately
- Maintain clean assembly area
 - Wash tables daily with sanitizing solution
- Complete required documentation and submit to the Nutrition office on a timely basis
 - Pre-trip inspections
- Attend scheduled driver meetings

Provide transportation and operations support for the Congregate Nutrition Program.

- Receive, put away food and supply stock when delivered to central production area. Check expiration dates and product condition. Rotate all stock with new product in back to assure oldest stock is used first
- Immediately report any discrepancies, shortages, backorders, outdated or poor quality product to the Nutrition office
- Using specified order forms, assemble all dry goods for delivery to the sites. Document on form the amount picked. Place product for each site in the appropriate container
- Assemble or assist with assembly of perishable and frozen foods; place in designated transport containers
- Load delivery vehicle and verify correct amounts are loaded
- Deliver items per schedule. Document quantity of items on form. Place all items in appropriate storage areas (storeroom, refrigerator, freezer, other)
- Operate legally per all traffic laws.
- Complete assigned forms for vehicles such as pre- and post-trip vehicle inspections
 - Report problems to the Nutrition office
- Fuel vehicles when needed

- Log all mileage using the appropriate form
- Maintain cleanliness of vehicles
- Clean storage containers and carts according to established procedures on a predetermined schedule
- Maintain freezer and refrigerator organization. Clean floors and shelves as needed
- Maintain organization and cleanliness of warehouse.
- Perform monthly inventory
- Other duties as assigned

EDUCATION AND EXPERIENCE REQUIRED

- High school diploma or equivalent
- Previous delivery experience preferred
- Previous foodservice or storeroom experience preferred

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Valid Washington State driver's license and must carry own liability insurance and provide proof of insurance periodically as required
- No at-fault accidents within the last 3 years
- Able to work in fast-paced environment with distractions and interruptions
- Strong customer service skills required
- Excellent map reading skills and knowledge of Snohomish County
- Interest in working with and for senior adults
- Sense of humor
- Valid food handler's card

ERGONOMIC REQUIREMENTS

- Usual conditions in warehouse facilities – walking, standing for up to three hours at a time, spending time in cold or freezing temperatures in walk in coolers/freezers
- Frequent handling of frozen and refrigerated products
- Driving cargo van or van with 12-14 foot refrigerated box for 4-8 hours in occasional bad weather
- Frequent getting in and out of vehicle
- Frequent bending and lifting up to 50 pounds
- Non-smoking environment

CLOSING DATE: Until filled

Homage Senior Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

