

## OTTAWA COUNTY POSITION POSTING

<b>Job Title:</b>	Home Delivered Meal Driver
<b>Reports to:</b>	Program Coordinator & Director
<b>Job Status:</b>	Classified FLSA Non-Exempt – Contingency, not to exceed 20/week
<b>Salary Range:</b>	Starting at \$9.50 per hour

**Job Summary:** This position will be responsible for providing safe and timely transportation of delivered meals and bulk food to congregate sites. This position will require operation of county owned vehicles in compliance with traffic and safety laws. This position will require work with food service delivery equipment. Must have proven record of working harmoniously with older adults as well as colleagues.

**Minimum Qualifications:** High school diploma, GED or equivalent. Must have demonstrated training and experience in operation of delivery vehicles (vans or trucks). Experience in food handling and delivery helpful but not necessary. Must successfully complete designated food handling training program. Must meet the requirements contained in Ohio Administrative Code (OAC) 173-3-06.6 (B) (3). Compliance to requirements in Ohio Administrative Code is reviewed annually. Must be able to follow written and oral instructions. Must maintain a valid driver's license with proof of auto insurance (state minimum) and a safe driving record in accordance with county policy. Must be able to frequently lift and/or move up to 50 lbs. Must be bondable. Must submit fingerprints for Bureau of Criminal Investigation (BCI) records check and drug testing. Vision and Hearing test must also be submitted

**Preferred Qualifications:** Three years of experience in transportation. Documented experience in food service and delivery also preferred.

**Essential Job Functions:**

- A. Verify, load and deliver congregate and home delivered meals in compliance with federal, state and local sanitation regulations needed.
- B. Knowledge of the methods, procedures, and equipment used in quality food delivery
- C. Ensure proper food temperatures are maintained upon the arrival of the bulk food to the congregate site and HDM to consumer. Record and maintain temperature logs for all foods for each meal delivered.
- D. Return all food delivery and food service items to the central kitchen at the conclusion of delivery run.
- E. Clean, sanitize and maintain coolers daily.
- F. Deliver meals to participants as assigned in an accurate, dependable, prompt fashion.
- G. Report any unusual circumstances to the proper authority (supervisor, main office, police, fire, etc.).
- H. Operate vehicles in compliance with traffic and safety rules
- I. Keep vehicle clean inside and out, including hot/cold compartments on routine schedule. Notify supervisor of any vehicle concerns.
- J. Record mileage; obtain client initials or signatures and other documentation of daily route.
- K. Be aware of the confidential nature of client information, which must be observed for the protection of the client. Do not reveal clients' names or personal matters to anyone except Senior Meal Program staff members, or emergency workers if necessary.
- L. Must be able to attend work regularly and be able to provide adequate notice of schedule changes due to sickness or other delay so that a substitute can be secured.

Communication

- A. Ability to develop and maintain effective working relationship with senior center employees, volunteers, clients, city and county employees, various levels of management, agencies, and the public.
- B. Ability to communicate effectively both orally and in writing.
- C. Ability to follow oral and written instructions.

Physical Abilities

- A. Ability to frequently bend, stoop, and reach above shoulder level: and to occasionally squat, crawl, crouch, kneel, and balance.
- B. Ability to frequently lift and carry food delivery equipment and supplies such as coolers, and bulk food items.
- C. Ability to lift and/or move a minimum of 50 lbs. for loading and unloading of bulk food containers.

**Job Location:** Work is mainly performed from central kitchen location and is dependent on route assigned. Job to be performed daily: Monday through Friday.

**Equipment Used:** Cell phone, food service equipment such as thermometer, food service delivery equipment.

**Other Responsibilities:** Other related functions and responsibilities as designated by the Director or Program Coordinator of Senior Resources.

TO APPLY: By December 2, 2020, complete application and return to Dianne Mortensen, Senior Resources Director, at 8380 W SR 163 Oak Harbor 43449. Or email to [dmortensen@co.ottawa.oh.us](mailto:dmortensen@co.ottawa.oh.us). Ottawa County is an EOE and a DFWP.