

Meals on Wheels Delivery Associate Job Description

MEALS ON WHEELS

C.C. CAFÉS

FALL PREVENTION

COMPANIONSHIP

ARTFUL AGING

CARE MANAGEMENT

2/19

Program Description:

Meals on Wheels (MOW) provides nutritious meals and daily contact from a dedicated staff of volunteers. The MOW program supports independence while promoting the social, physical, and emotional well-being of seniors. The program consists of care management, administrative staff and volunteer drivers who deliver meals to home bound seniors on specified routes Monday through Friday.

Scope of Work:

The Delivery Associate is responsible for delivery of daily hot meals to home bound seniors. Delivery consists of one meal per day to an average of 16 clients per route. Friday deliveries include the daily meal plus two frozen meals for those clients needing meals for the weekend.

Delivery routes will be assigned each morning.

Deliveries are in all areas of central and east Contra Costa County and will vary daily.

Drivers use their own vehicle; mileage will be reimbursed twice per month.

This person reports directly to the Meals on Wheels Program Specialist. This is a part-time position, 2.5 hours per day. Monday through Friday from 10:30am to 1pm.

Duties and Responsibilities:

- Maintain a clean driving record and auto insurance. Provide proof when requested.
- Deliver a route of an average of 16 clients per day. Occasional delivery of two routes may be required.
- Meals to be delivered regardless of weather conditions.
- Delivery Associates are required to call the office every Monday through Friday between 8:30am and 9:00am for that day's route assignment.
- Keep a proper log of mileage and submit each pay period.
- Assist with drop off and pick up of vehicles for maintenance.
- Delivery Associates will adhere to Daily Meal Delivery Protocol. Associates will:
 - call the office immediately if a client is not at home or the meal is not able to be delivered.
 - call the office immediately if a client's situation has changed, or the client appears to be ill or at risk.
 - count meals and check for accuracy of meal types before beginning the route.

- never leave a meal outside; meals must be handed to a person or put in a working refrigerator.
- take and record temperatures on the assigned days.
- call the office immediately if a delivery is delayed for any reason and/or requires unusual mileage to complete.

Qualifications:

- Clean driving record.
- Valid CA Driver's license, proof of car insurance and reliable transportation.
- Available to deliver meals in all service areas.
- Available Monday through Friday 10:30am – 1:00pm.
- A smart phone.
- Access to email.
- Background check clearance.
- Ability to lift 25 pounds. Physical ability to manage stairs, walk to seniors residences, and enter and exit your vehicle 16 times in a two-hour period.
- Background check clearance.

Benefits:

Benefits include sick pay, mileage reimbursement, cell phone stipend, and holidays.