



## **MEALS ON WHEELS DELIVERY ASSOCIATE JOB DESCRIPTION**

### **PROGRAM DESCRIPTION:**

Meals on Wheels Diablo Region (MOWDR) provides nutritious meals and daily contact from a dedicated staff of volunteers. The MOWDR 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 meals to homebound seniors.

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, Monday through Friday, as needed.

### **DUTIES AND RESPONSIBILITIES:**

- Maintain a clean driving record and current auto insurance that is CA compliant. Provide proof when requested.
- Must be able and available to deliver up to two routes with an average of 16 clients per route.
- 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. Mileage is tracked from the route pick up site to return site.
- Delivery Associates will use the ServTracker Mobile Meals App and adhere to daily meal delivery protocol.
  - 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 daily.
  - Notify the office immediately if a delivery is delayed for any reason and/or requires unusual mileage to complete.
  - Notify the office immediately if a client is not at home or the meal is not able to be delivered.
  - Report immediately any observed change of condition, or if a client appears to be ill or at risk.

### **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.
- A smart phone. Ability to effectively use ServTracker Mobile Meals App.
- Access to email.
- Background check clearance.
- Ability to lift 35 pounds. Physical ability to manage stairs, walk to seniors' residences, and enter and exit your vehicle 16 times in a two-hour period.

**Pay Rate: \$16.27 per hour + IRS Mileage rate travel from and return to base**  
**Weekdays M-F, 12.5 hours per week**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time.