

MEALS ON WHEELS DELIVERY ASSOCIATE JOB DESCRIPTION

MEALS ON WHEELS

C.C. CAFÉS

FALL PREVENTION

COMPANIONSHIP

ARTFUL AGING

CARE MANAGEMENT

eff. 07/2020

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 set of frozen meals and milk, bread and fruit to an average of 16 clients per route.

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 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.
 - Wear a mask and gloves while handling meals and meal containers.
 - Place the meals on a table or chair, to be provided by the client outside their door.
 - Step back a safe distance and observe the client or family member retrieve the meal.
 - 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.

- 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/ freezer.
- Take and record temperatures on the assigned days.
- Notify 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. Ability to properly use ServTracker Mobile Meals App.
- 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.

BENEFITS:

Benefits include sick pay, mileage reimbursement at the Federal rate, cell phone stipend, and holidays.

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, citizenship status or any other category protected by applicable federal, state, or local laws.