

Nutrition Meals (C-2) Driver

Classification

Non-Exempt

Salary Grade/Level/Family/Range

\$9.50 per hour w/expected wage increases (dependent upon annual performance review)

Reports to

Site Manager and/or Nutrition Coordinator

JOB DESCRIPTION

Summary

Responsible for preparation and delivery of congregate and home-delivered meals under the operation of Title III C-1 and C-2 programs.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Helps to maintain safe and clean nutrition area by complying with procedures, rules, and regulations as it relates to Department of Health & Hospitals (DHH), Cajun Area Agency on Aging (CAAA) and the SMCOA.
- Assists in food preparation and packaging.
- Delivers daily meals to homebound participates; assures that meals are delivered in a timely manner while adhering to correct food temperatures.
- Helps to maintain sanitary conditions of meal site, including wearing gloves and hair nets when preparing meals and wearing clean uniforms.
- Helps to maintain cleanliness of meal site by sweeping or mopping floors, wiping tables, and disposing of garbage daily (as delegated). May, on occasion, be expected to maintain cleanliness of restrooms as well.
- Collects weekly contributions from participants; verifies contributions collected with the Nutrition Coordinator prior to submitting for deposit.
- Provides assistance to participants when necessary and whenever possible.
- Reports any unusual circumstances of participants to the Nutrition Coordinator.
- Helps to clean pots/pans used in food preparation prior to meal deliveries, if time permits.
- Maintains daily cleanliness of insulated food carriers and ice chests used for transporting milk.

- Completes daily log and mileage sheets and other paperwork as deemed necessary.
- Maintains good work and public relations-this includes demonstrating friendliness, warmth, and cooperation to participants, co-workers, and supervisors.
- Contributes to team effort by accomplishing related results as needed.
- Performs other duties as assigned by the Site Manager and/or Nutrition Coordinator.

Competencies

1. Professionalism
2. Flexibility
3. Emotional Maturity
4. Communication Proficiency
5. Collaboration Skills
6. Customer/Client Focus (Genuine interest in, and concern for, older adults)
7. Organization
8. Good writing skills

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets, and fax machines.

Physical Demands

This is largely a sedentary role; however, some lifting is required. This would require the ability to lift heavy pots and pans, ice chests, mop buckets, waste baskets, and garbage cans (up to 30 lbs.).

Position Type and Expected Hours of Work

This is a part-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 12:30 p.m. Schedule may be adjusted according to agency needs.

Travel

Travel, only as it relates to meal deliveries, is required for this position. Occasional travel to local educational trainings may also be required.

Preferred Education and Experience

1. High School Diploma (GED Acceptable).
2. One year of experience in nutrition or related field.

Additional Eligibility Qualifications

Applicant must have a good driving record, current driver's license, and valid auto insurance (minimum limits as required by law). Must have CPR/First Aid certification.

Work Authorization/Security Clearance (if applicable)

Applicant must be able to pass a state criminal history search. Clearance of a drug screen is also required.

EEO Statement

The St. Martin Council on Aging, Inc. is an Equal Opportunity Employer. Applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures:

Employee/Date

My signature is verification that I have accepted the position offered to me and acknowledgment of my understanding of the requirements, essential functions, and duties of the position.

Executive Director/Date

Updated 03/02/2023, in conjunction w/various sources