

# OSCEOLA COUNTY COMMISSION ON AGING JOB DESCRIPTION

## HOME DELIVERED MEALS DRIVER

**Supervised By:** Nutrition Coordinator

**Supervises:** N/A

**Position Summary:** The home delivered driver assist in packaging food and delivers it to the seniors of Osceola County.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Valid driver's license and maintains a good driving record. Seat belt use is mandatory.
2. Keeps all information pertaining to clients strictly confidential.
3. Responsible for reporting any emergency situations to appropriate office personnel.
4. Maintains highest standards of personal hygiene and clean appropriate attire required necessary for food handling.
5. Reports all undeliverable clients or any abnormal situation that may arise.
6. Lifts and carries various equipment and materials related to program.
7. Assists in promoting the COA when needed.
8. Keeps abreast of legislative and regulatory developments, new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
9. Performs other duties as directed.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. The county at its discretion, may consider an alternative combination of formal education and work experience.

Requirements include the following:

**Education:** High school diploma or GED. Prefer some advance coursework in food service,

nutrition, or related areas.

**Experience:** Preferred minimum of one year experience in transportation.

The County, at its discretion, may consider an alternative combination of formal education and work experience.

**Other Requirements:**

1. Be able to successfully pass Serve Safe Class.
2. Ability to manage day to day operations with minimal supervision of program supervisor
3. Recommended and encouraged to be CPR certified
4. Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations
5. Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
6. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public
7. Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations
8. Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master Care Advantage Program and new technologies
9. Ability to attend meetings scheduled at times other than normal business hours
10. Knowledge of the principles and practices of providing senior services
11. Knowledge of maintenance techniques associated with providing senior services

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in the field. The employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly travels between work sites using a motor vehicle. The noise level in the work environment varies from quiet to moderate.