

Position Title: Meal Hauler

FLSA Status: Non-exempt

Reports to: Director, Unit on Aging

Pay Grade: 1

Department: Human Services

### I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This is a responsible part-time position under the direction of the Aging Unit Director involving the delivery of meals to senior citizens in their homes using a private vehicle in this delivery.

### II. Essential Duties and Responsibilities

- Picks up prepared meals at caterer.
- Delivers meals to homebound.
- Ensures that food is kept at proper temperature until serving time.
- May help prepare food containers to be taken to the homebound.
- Reports concerns about homebound individuals to Unit on Aging office.

### III. Related Job Functions

- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Establishes and maintains effective working relationship with co-workers and others.
- Performs related work as required or directed.
- Attends staff meetings and training sessions, as directed.
- Performs related work as required or directed.

#### IV. Physical Demands

- 50% - Sitting; 75% -Talking, hearing, near and far vision, driving 25% - Walking 5% - stooping, kneeling, crouching, climbing, bending/twisting, reaching, and/or feeling. 20% - Must be able to lift objects weighing 20-40 lb., such as a cooler of meals. Position requires driving of vehicle and walking to deliver meals to homebound.
- Involves minimal potential and/or direct exposure to blood and body fluids.

#### V. Education and Training Requirements

- One to four years of secondary education (high school) with preference for graduate of an accredited high school or GED with sufficient academic training to perform the work as required and to understand oral and written instructions. Previous related experience helpful but not required.
- Passing of caregiver background check.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.