

JOB DESCRIPTION					
TITLE: MOW Driver/Server		DEPARTMENT: Meals on Wheels – Nutrition Services		EFFECTIVE DATE: REVISED: 2/2/16	
JOB CODE: 213	GRADE: N1	BENEFITS: SUPPORT	FLSA STATUS:	EEO STATUS:	PAGE:

FUNCTION: Delivers and serves meals to Meals On Wheels clients and delivers meals to volunteers at drop sites. Performs extra duties as required.

REPORTS TO: Logistics Supervisor

RELATIONSHIPS: MOW Volunteers, food preparation staff and volunteers

HOURS: Up to 5 hours per day, depending on need

MANAGES/SUPERVISES: None

RESPONSIBILITIES:

1. Loads prepared meals and equipment into vehicle according to established procedures.
2. Delivers meals to client’s homes, including taking in and setting up meal for client, as necessary.
3. Transfers meals and equipment to drop sites and volunteers’ vehicles. Collects and returns equipment to central location(s). Maintains drop sites and replaces supplies as needed.
4. Maintains and revises client delivery records, noting any location and schedule changes observed during delivery and serving. Communicates routine information received from clients and volunteers to appropriate agency individuals.
5. Responsible for the Key Performance Indicators (KPI’s) established by their manager.
6. Performs such similar, comparable or related duties as may be required or assigned, such as holiday, emergency, pet food or other related deliveries.
7. Performs duties outside the routing scope of Driver/Server.
8. Maintains communication with staff by using assigned phone. Returns phone at end of shift and charges as necessary.

QUALIFICATIONS:

1. Basic knowledge of English and arithmetic operations.
2. Good interpersonal skills. Ability to interpret written and oral instructions. Ability to write.
3. Must have valid Driver's license.
4. Able to work under close supervision with minimum degree of discretion and independent judgment.
5. Requires travel to clients' homes, therefore, must have regular access to an operational New York State inspected vehicle.
6. Requires lifting up to 50 pounds.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the company change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.

Employee Signature

Employee Print Name

Date

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