**Position Overview**

Meals on Wheels Delivery Driver (Temporary)

Marion-Polk Food Share is the regional food bank leading the fight to end hunger in Marion and Polk Counties.  Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion-Polk Food Share is ***“Leading the fight to end hunger in Marion and Polk counties, because no one should be hungry.”***

**At the Food Share, our commitment is to:**

*▪ Treat all people as our neighbor ▪ Encourage creativity and be willing to take risks*

*▪ Listen first and seek to understand ▪ Focus on shared goals*

*▪ Celebrate diversity, ensure dignity and act equitably*

**Statement of Purpose:** To address food insecurity through delivering home delivered meals on a temporary basis.

**Summary of Role:** The Meals on Wheels (MOW) delivery driver will deliver meals to the homes of Salem and Keizer’s homebound seniors and disabled adults.

**Core Responsibilities**

* Route Delivery: On a daily basis, delivers meals in the Salem-Keizer area according to provided route sheets.
* Client Service: Provides clients with excellent customer service and a basic wellness check.

**Areas of Responsibility, Evaluation and Essential Functions:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * + Gathers meals trays and beverages for deliveries according to route specifics.   + Delivers food between 11:00 – 2:00pm delivery window (or other if necessary), as needed, Monday through Friday.   + Greet the client and have a brief visit with them when time allows.   + Promptly report any client concerns, health or otherwise, to the MOW office, APS or proper authorities.   + Navigate the delivery route using navigation device. Meals on Wheels can provide one if needed.   + Returns to C50+ after deliveries to check in with office staff. May need to deliver additional meals if needed.   + Accurately reads details of route sheets, including what type of meal each client receives, diabetic/non diabetic meals, dietary preferences and other details.   + Delivers meals on time and at a temperature that is within food safety requirements.   **Education and/or Experience; Certificates, /Licenses/Registrations:**   * Prior experience working with seniors, disabled persons or nonprofit sector work, preferred. * Must have a vehicle in good working condition, valid ODL and proof of auto insurance. Must be willing to drive personal vehicle on a daily basis for work. Will receive mileage reimbursement. * Must pass pre-employment drug screen and full background check, including driving record check.   **Necessary Knowledge, Skills and Abilities:**   * Excellent customer service skills. * Safe and courteous driver. * A commitment to the mission of Marion Polk Food Share and serving older adults and people with disabilities in need. * Willing to work both independently and as an effective member of a team.   **Job Conditions:**  **This is a temporary position that will end 12 weeks from hire.**  Work requires operating a motor vehicle daily to deliver meals to client homes. Routes usually consist of 5-15 stops and requires the ability to carry full, multiple Meals on Wheels bags which can weigh up to 30 pounds. This position may deliver 3+ routes in one day. Work may be performed seated or standing for prolonged periods of time. Regular use of navigation devices such as a smart phone or GPS device is required. Will frequently lift, move and carry objects up to 30 pounds. Regular walking, use of stairs and/or elevator required. During travel, work is subject to varying indoor and outdoor temperatures and road and walkway surface in all seasons.   |  |  |  |  | | --- | --- | --- | --- | | Title | Meals on Wheels Delivery Driver | Department | Meals on Wheels | | FLSA | Exempt  Non Exempt | Starting Salary Range | $14/hr. | | Status | Full Time  Part Time | Hours Per Week | 10-15 | | Reports to | MOW Program Manager | Date of Last Revision | 09/09/2019 | | Alternate Title(s) |  | Grade | F | | Employee Signature |  |  |  | | Supervisor Signature |  |  |  | | HR Signature |  |  |  | |
|  |