



Job Title:	Home Delivered Meals Driver	Location:	Bridge City Senior Center
Part-Time:	15 hours per week	Salary:	\$9.00 per hour
FLSA:	Non-Exempt	Last day to apply:	May 3, 2024
Department:	Nutrition	Supervisor:	Jeanne Curole, Care Management/Nutrition Director

Summary:

Responsible for the delivery of meals on weekday mornings from their assigned Senior Center to eligible participants in the meals program. This position reports to the Site Manager and/or the Nutrition Supervisor. JCOA is taking every precaution to keep our employees safe and provide no-contact delivery to the seniors in Jefferson Parish. Home delivered meals drivers work approximately three hours per day (8L30 am - 11:30 am) and are paid \$9.00 per hour and receive mileage reimbursement.

Essential Duties and Responsibilities:

- Report daily to an assigned meal delivery site and load the allocated meals into the delivery vehicle. Delivery routes and sites are subject to change.
- Deliver pre-packaged meals to individuals approved to receive Home Delivered Meals through JCOA.
- Monitor who receives the meal and send daily reports to the Site Manager the names of the participant / person receiving the meal.
- Report daily to the site manager to discuss schedule/route/site changes.
- Report all incidents to the site manager via a written form.
- Assist volunteers with requested paper work, route understanding, and essential site duties as requested by the Site Manager.
- Clean ALL delivery containers after returning from your assigned routes.
- Accurately report Time and Mileage via the official JCOA forms.
- Follow all JCOA rules and regulations.
- Report activity that is deemed fraudulent and all grievances to the Site Manager or Nutrition Department.
- Assist with any other duties requested by the Site Manager or JCOA staff at the site.

Special Requirements:

- Adhere to the policies stated in the Vehicle Management Policy.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Qualifications:

- Vehicle with current registration and
- Current Louisiana Driver's license
- Ability to pass a background check
- Physical abilities to carry out the above mentioned job requirements
- Ability to positively accept direction from your direct supervisors
- Ability to perform assigned duties in a timely manner and meet deadlines
- Must show genuine concern for the elderly and exercise good judgement when confronted with situations that may occur.
- Self -motivation and willingness to adhere to change regularly
- Meet deadlines and perform duties in a timely manner

Other Duties:

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.

Education and/or Experience:

- **H**igh school Diploma or experience in a similar field of work

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess the ability to stand, walk, bend, climb stairs, and do heavy lifting up to 25 pounds.

Jefferson Council on Aging Inc. believes that each employee makes a significant contribution to the success of the organization, and that contributions should not be limited by assigned responsibilities. Therefore, this job description is designed to outline essential functions, duties and qualifications, but not limit the incumbent to just the work identified. Each employee is expected to offer his/her talents, expertise, and services when necessary to ensure the achievement of this organization's goals.