

# **COMMUNITY ACTION ALGER MARQUETTE**

## **Job Description**

### **MEAL DELIVERER – SENIOR NUTRITION PROGRAM**

**Supervised by:** Food Service Manager or Cook III

**Supervises:** No supervisory responsibility

#### **General Summary:**

Delivers large food orders to designated sites, and home delivered meals to designated recipients.

#### **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. Delivers food to program recipients and/or sites within the allotted time and according to route sheets.
2. Examines food containers prior to delivery, to ensure contents are accurate.
3. Observes physical and mental condition of recipients and reports potential problems or concerns to the CNS office.
4. Maintains time sheets, mileage sheets, and route sheets.
5. Upon completion of deliveries, immediately returns all equipment to the designated site.
6. Records meal temperatures as assigned, in accordance with CNS policy.
7. Performs other duties as required.

#### **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.

- Educational requirements include a minimum of an eighth grade education.
- Valid, unrestricted Michigan Driver's license is required
- State mandated minimum coverage for car insurance.
- Ability to observe client behaviors and disposition, and identify and report potential issues.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with clients and other employees.
- Ability to travel to other locations.

#### **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.

Meal Deliverer

While performing the duties of this job, the employee is frequently required to sit, stand; walk; and reach with hands and arms. The employee must frequently lift and/or move objects of moderate to heavy weight. This position requires vision function in order to obtain a driver's license and operate a delivery vehicle. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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