

## **Meal Delivery and Backup Transportation Driver**

Reports to: Director of Operations

**Summary:** Drives MOWV Van to provide curb to curb transportation services and deliver meals to Meals on Wheels clientele

### **Essential Duties and Responsibilities:**

Pick up and drop off MOWV van as needed from City garage following agency procedures

Assist kitchen staff with preparation of ice chests and sealing and packaging meals, as needed

Drive MOWV van to deliver meals (and any other deliverables) along assigned route within allotted service timeframes.

Drive safely under varying traffic and weather conditions, in a manner that reflects positively on MOWV.

Complete meal route sheets, vehicle logs, and other documentation in a satisfactory manner.

Drive MOWV van to pick up, transport, and drop off passengers between identified locations according to transportation schedule, getting clients to destination on time and picking them up within allotted service timeframes. NOTE: This position is primarily involved in the pickup and transport of clients to/from the senior centers.

Interact with passengers, clients, and coworkers in a courteous and helpful manner.

Maintain contact with Transportation Coordinator via radio throughout the day and keep them apprised of location and schedule progress.

Maintain vehicle in safe and sanitary condition, cleaning as needed.

Other duties as assigned.

### **Required Qualifications:**

Valid Texas driver's license with driving record that meets MOWV guidelines.

Pass required background check.

Must have physical examination and meet physical requirements for non-CDL DOT physical.

Participate in mandatory ongoing agency training program

Ability to exercise judgement and schedule work around multiple demands.

Ability to maintain client and agency confidentiality.

High school diploma or equivalent, preferred.

Five years driving experience preferred.

### **Physical and Environmental Conditions**

Employee will bend, kneel, twist, climb, sit, squat, and stoop while performing duties.

Ability to drive an agency vehicle to and from various locations and assist others entering and exiting vehicle. Have no limitations that would interfere with safe driving, passenger assistance, or emergency activities and be physically capable of assisting persons with special needs, including individuals in wheelchairs.

Ability to lift 35 pounds, and occasionally more.