

CITY OF PLATTSMOUTH
JOB DESCRIPTION

POSTION TITLE: Meals on Wheels Delivery Driver

REPORTS TO: Senior Center Director

SUERVISES: N/A

PURPOSE OF POSITION: Serves as the Meals on Wheels Delivery Driver for the Plattsmouth Senior Center. Delivers meals to residences of Meals on Wheels clients.

EXEMPT (Y/N): NO

COMPENSATION: \$9.00 To \$10.00

HOURS OF WORK: Generally not more than three hours per day, Monday through Friday and some holidays.

ESSENTIAL FUNCTIONS:

Packages and marks meals for delivery to clients.

Is aware of client diet requirements and packages and marks meals consistent with client needs.

Packages meals into delivery containers.

Places delivery containers into transportation vehicle by lifting and loading containers weighing up to 25 pounds.

Uses legs, knees, hands and arms to lift and load delivery containers into transportation vehicle.

Possess and uses good knowledge of city of Plattsmouth streets, addresses for expeditious delivery to clients.

Using disinfectants and other cleaning supplies provided by the Employer, cleans and disinfects deliver coolers and tubs.

Drives a motor vehicle provided by the Employer for delivery purposes.

Collects money from clients and delivers all monies to Senior Center Director promptly on return from meal deliveries.

Senior Center Meals on Wheels Driver Job Description March 2017

MARGINAL FUNCTIONS:

Uses training provided by Employer to evaluate health and welfare of meal clients and reports unusual conditions or circumstances to Senior Center Director.

ESSENTIAL KNOWLEDGE , EXPERIENCE AND ABILITY:

Knowledge of and ability to apply state and local laws and regulations regarding the operation of a motor vehicle.

Knowledge of geography, streets, alleys and buildings in Plattsmouth or able to demonstrate knowledge within a reasonable time after hire.

Knowledge of city responsibilities and ability to use independent judgment in the performance of duties.

Ability to plan and layout a comprehensive work program.

Ability to accurately prepare and maintain various records, reports and other departmental documents.

Ability to deal with the general public in a courteous and tactful manner.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

Ability to establish and maintain effective working relationships with the general public, other employees, and municipal officials.

Ability to lift and carry up to 25 pounds.

ESSENTIAL EDUCATION, CERFIFICATION AND/OR LICENSES:

1. Must possess a valid Nebraska drivers license.
2. High School or General Equivalency Diploma (GED) Preferred, but not required.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING
CONDITIONS:

Works is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, lifting, reaching, stooping and climbing. Work may also be performed indoors in an office setting and requires sitting at a desk operating and manipulating either a desktop or laptop computer and other office machines.

The incumbent must have the ability to transport him/herself to and from various locations throughout the city and within City Hall. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, chemicals, moderate to loud noise and inclement weather conditions.

An incumbent must have the ability to lift up to 25 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate a motor vehicle in the delivery of meals to private residences. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work requires extensive interaction with the general public and may be stressful when dealing with irate citizens.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date

City Administrator