



Posted: November 10, 2015
Open Until Filled

POSITION: MEALS DRIVER – HDM/DINING CENTERS (ON-CALL)
(BILINGUAL ENGLISH/SPANISH PREFERRED)

PROGRAM: MEALS ON WHEELS FOR SANTA CRUZ COUNTY
A PROGRAM OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under the supervision of the Operations Manager, properly loads and delivers prepared meals to homebound seniors and other recipients in the designated area; performs related work as required.

DUTIES & RESPONSIBILITIES:

1. Prepares truck or van for deliveries, ensures fuel tank is full and vehicle is clean.
2. Follows assigned routes and arrives at destinations in a timely manner.
3. Packs prepared food in appropriate hot and cold containers; loads containers into a motor vehicle, verifying correct numbers of meals for assigned routes. Unpacks containers after delivery.
4. Delivers prepared food and other consumables to senior dining sites and Meals on Wheels customers, ensuring that the food arrives in a sanitary and servable condition; returns containers to kitchen.
5. Collects donations for meals if offered; returns all donations to the MOW administrative office after deliveries are completed.
6. Notes visible changes in physical or mental health of homebound seniors and others receiving meals. Communicates this information and other delivery problems to appropriate staff for follow-up.
7. May assist with packing meals, and clean-up in the dispatch area.
8. Responsible for daily pick up of dining site mail and cash contributions and returning them to the MOW administrative office. Takes mail to sites.
9. Reports any vehicle maintenance issues to the Operations Manager.
10. Assists and supports MOW staff in general program work as needed and requested
11. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.

EMPLOYMENT STANDARDS:

Knowledge of:

- California driving laws and regulations; and
- geographic locations in which meals are to be delivered.

Ability to:

- follow the delivery route in an efficient manner;
- safely drive a motor vehicle;
- follow oral and written directions;
- read street maps;
- perform work independently and without close supervision;
- work cooperatively and communicate effectively with other agency personnel; and
- communicate effectively with and be sensitive to the changing needs of seniors to whom the meals are delivered.

MINIMUM QUALIFICATIONS:

- Must possess a valid class C California driver's license, have a satisfactory driving record, and be insured.
- May be required have use of an insured motor vehicle that is large enough to carry food containers for meal delivery.
- Must be insurable by the Agency insurance carrier.
- Must be able to lift and carry up to 40 pounds.
- The work requires some physical exertion, such as walking over rough or uneven surfaces, recurring bending, reaching or similar activities, and lifting and carrying of moderately heavy items.
- Bilingual English/Spanish preferred for some routes.
- Must pass a criminal background check and maintain a clean record.

UNION:

The Meals Driver position is represented by the SEIU bargaining unit.

RATE OF PAY AND HOURS:

- This is a regular, non-exempt, on-call position—hours vary.
- The starting rate of pay is \$13.39 per hour (plus a \$0.40/hr bilingual differential upon passing a test administered by the HR department, a \$.20/hr on-call differential, and, when using your own vehicle for meal delivery, a \$.20/hr differential plus mileage reimbursement).
- Hours of work will typically be Monday through Friday between 10:00 a.m. to 2:00 p.m.

BENEFITS:

- Paid sick leave.

TO APPLY:

- Please submit the following documents by email (hr@cbridges.org), fax (831-688-8302), or in person:
 - Community Bridges application.
 - H-6, 10-year driving history report from the DMV, printed in the last 30 days.
 - A copy of your driver's license.
 - A copy of your proof of insurance.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.