



COMMUNITY BRIDGES
PUNTES DE LA COMUNIDAD

Posted: May 1, 2023

Open Until Filled

POSITION: MEALS DRIVER-On-Call-Home Delivered Meals

**PROGRAM: MEALS ON WHEELS
A PROGRAM OF COMMUNITY BRIDGES**

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION:

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

DUTIES & RESPONSIBILITIES:

Food Delivery/ Program Support:

- Prepares own vehicle for delivery, ensuring a safe and sanitary loading and delivery of food.
- Packs packaged food in vehicle, verifying correct numbers of meals for assigned routes. Delivers prepared, packaged food to Meals on Wheels customers, ensuring that the food arrives in a sanitary and servable condition.
- Follows assigned routes and arrives at destinations in a timely manner.
- Collects donations for meals if offered; returns all donations to the MOW Admin office after deliveries are completed.
- 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.
- May assist with the unloading of delivery trucks.
- May assist with packing meals and/or clean-up in the dispatch area.
- Assists and supports MOW staff in general program work as needed and requested

Professional Conduct:

- 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.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM QUALIFICATIONS:**Knowledge of:**

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

Skills in:

- Following the delivery route in an efficient manner;
- Safely driving a motor vehicle;
- Following oral and written directions;
- Reading street maps;
- Performing work independently, without close supervision;
- Working cooperatively and communicating effectively with other agency personnel
- Communicating effectively with and being sensitive to the changing needs of seniors to whom the meals are delivered.

OTHER REQUIRMENTS:

- Must possess a valid class C California driver's license, and have a satisfactory driving record.
- Must have use of an insured motor vehicle for meal delivery which is large enough to carry food containers.
- 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; lifting and carrying of moderately heavy items
- English/Spanish bilingual skill required for some routes
- Must be fully vaccinated against COVID-19, including a booster shot when eligible.

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place.

UNION:

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

RATE OF PAY AND HOURS:

- This is an on-call, non-exempt,—hours vary. Typically 4 to 8 hours per week between 10:00 a.m. to 2:00 p.m.
- The position will be offered at \$18.06/hr (plus a .20/hr for on-call, \$.20/hr for meal delivery when using your own vehicle plus mileage reimbursement and \$0.40/hour bilingual differential after passing a test administered by the Human Resource Department).
- This position is Monday through Friday with the exception of 7 am on truck delivery day (currently Thursday-subject to change).

TO APPLY:

- Please submit the following documents by email (recruitments@cbridges.org), fax (831-688-8302), or in person:
- Community Bridges application.
- 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.