

Community Action Partnership of Central Illinois

POSITION: Senior Nutrition Meal and Delivery Driver

WORKSITE: *Central Office*

RESPONSIBLE TO: *Nutrition Director*

CLASSIFICATION: *1(nonexempt)*

Wage Range: \$11 - \$18 per hour

Annualized F/T Salary: \$22,880 - \$37,440

RESPONSIBILITIES:

1. Accurately count milk units in order to meet delivery route requirements.
2. Accurately count number of meals (including all meal components) needed to meet requirements of delivery route as recorded by the Program Director.
3. Ensure all meal components are packed appropriately to maintain food temperatures throughout the delivery process and document food truck temperatures at the end of each week.
4. Ensure all meal components are packed appropriately to maintain food temperatures for delivery to congregate sites, and document food temperatures each day.
5. Deliver meals to seniors in a timely manner to ensure food temperatures.
6. Distribute envelopes to seniors with meals in order to give them an opportunity to submit a donation.
7. Ensure all Program Income is received, secured, and accurately accounted for to Fiscal Office immediately upon return to Central Office from meal delivery route.
8. Ensure Congregate lockboxes are submitted to Fiscal Office immediately upon return to Central Office after delivery route is completed.
9. Clean and sanitize all coolers and thermo bags after delivery route is completed to prepare for next delivery.
10. Complete and submit completed paperwork to Senior Nutrition Director either daily or weekly accordingly.
11. Report any concerns regarding the health or wellness of clients to Senior Nutrition Director immediately.
12. Assist Senior Nutrition Director as needed.
13. Coordinate meal scheduling and route distribution to Senior Meal Drivers.
14. Establish positive rapport with congregate site contacts and senior meal volunteers.
15. Receive, secure and accurately account for program income.
16. Provide a friendly face and regular contact with the seniors we serve.
17. Attend meetings as required to ensure good communication with Senior Nutrition Director.
18. Serve nutritious meals to seniors at designated congregate meal locations.
19. Lead socialization activities at both congregate meal site locations and as needed throughout the year.
20. Clean and sanitize all site locations so as to leave them in the same sanitary condition as found.
21. Assist with client assessments
22. Other duties as assigned

QUALIFICATIONS:

1. Professional Food Manager certificate -- may be obtained after hiring.
2. Have a valid driver's license and auto insurance.
3. Computer skills (Microsoft applications, web-based applications, email).
4. Ability to lift over 50 lbs.

The job description does not represent or imply an employment contract.

Signature

Date