

AgeWell Services		
Part-Time Non Exempt	Position: HDM Driver	Classification: 1 Revised: 4/2016

Primary Relationships:

Transportation Manager - *Supervisor*

Credentials and Experience:

- Personal transportation with a valid Michigan driver's license and insurance is necessary

Job Summary:

To conduct the day-to-day delivery of the home delivered meals in your assigned route area

Knowledge and Skills:

Excellent written and verbal communication skills, ability to read and interpret maps and ability to maintain confidentiality and record keeping skills.

Duties & Responsibilities:

- Arrive at the meal pickup site at the time scheduled.
- Check route list daily for changes.
- Count meals to balance to your route sheet before you leave the location.
- Deliver meals in a timely fashion, taking every precaution to maintain temperature
- Return containers as arranged. Clean containers if keeping overnight.
- Report any client concerns or unusual occurrences to the office or to your supervisor immediately.
- Work with the office to cancel or hold meals when clients are gone or for any other client needs.
- Distribute donation envelopes on a regular basis and collect donations when offered by client.
- Turn in donations weekly.
- Distribute other materials as requested.
- Document accurately on route sheets daily and make sure all meals are accounted for according to instructions, before turning them into the office.
- Maintain confidentiality.
- Be aware that routes change often and you are expected to be flexible.
- Complete all record keeping duties weekly and turn in paperwork weekly.
- Attend all staff meetings, trainings, etc. as required and perform any other related duties as assigned.

Working Conditions:

Delivering meals to clients' home in varying conditions. Must always assess surroundings to ensure safe environment. Travel required.

Supervisory Duties:

None

I have received a copy of this job description and it has been reviewed with me.

Employee Signature	Printed Name	Date
Supervisor Signature	Printed Name	Date