

# Meals on Wheels Driver

Cabarrus Meals on Wheels – Concord, NC 28025

## Job Description

We have an hourly, paid part time position available as a Meal Delivery Driver, Monday thru Friday. Hours will be 10:00am-2:00pm.

## ESSENTIAL RESPONSIBILITIES

Load and unload meals & frozen boxes for delivery and deliver to individual homes on an assigned route in accordance with program procedures. - Report any immediate client issues or concerns to the Volunteer Coordinator. - Maintain documentation of delivery, services and concerns. Document meal temperatures in accordance with regulations. Complete and submit to Volunteer Coordinator required documentation in a daily and accurate manner. - Maintain the cleanliness and organization of company vehicles, conduct daily inspections of company vehicles, and record mileage beginning and ends of shifts. Report all issues immediately to Supervisor. - Responsible for routine maintenance to include putting gas in the vehicle. - Act as a representative of Cabarrus Meals on Wheels in the community and always maintain professional and customer service orientation. - Assist with sanitation of all meal delivery coolers, daily. - **Must have a reliable smart phone.** - Be friendly, courteous, and helpful. - Other duties as needed.

## REQUIRED QUALIFICATIONS

Great communication and people skills - High School Diploma or equivalent - 1 year of experience in driving, food service, or related field - Must be able to safely operate a motor vehicle - Must be able to lift up to 50 pounds - Ability to navigate a GPS system and use delivery APP - Clean driving record; no major violations in the past 5 years

## REGULATORY CLEARANCES REQUIRED

Must have a valid NC Driver's license and maintain a driving record which meets the insurable criteria of the Agency's automobile insurance carrier. Must have a favorable result from all state, federal, and agency mandated background checks.

**Job Type:** Part-time

**Pay:** \$12.00 per hour

**Expected hours:** 12 – 18 per week

**Benefits:** Paid time off

**Schedule:** 10:00am to 2:00pm, Monday - Friday

**Work Location:** In person