

# Bremen Parks & Recreation Department

## Job Description



*Promoting Healthy & Enriching Lifestyles*

**JOB TITLE:** SENIOR SERVICES DELIVERY DRIVER

**RATE:** \$10.00/hr This position does not offer employee benefits

**JOB SUMMARY:** Under general supervision, the driver is responsible for packing and delivering meals to the homebound. Duties will include daily and weekly meal delivery to homebound senior citizens, kitchen cleaning, and various other duties. Expected to drive County truck and other vehicles as part of their regular assignment. Also required to load and lift boxes not exceeding 50 lbs. Duties also include assisting with other Senior Center programs as needed. **Reports to the Senior Center Director.**

**SUBMISSION:** City of Bremen application must be turned in via email [tdebick@bremenga.gov](mailto:tdebick@bremenga.gov). Application can be found at [www.bremenrec.org](http://www.bremenrec.org) and [www.bremenga.gov](http://www.bremenga.gov)

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**Duties may include, but are not limited to, the following:**

- Unload and load hot/cold food and frozen meals to City and County vehicles
- Perform safety inspection of vehicles including fluid and tire pressure levels, refueling as needed and reporting any concerns to supervisor
- Maintaining cleanliness of vehicles
- Follow all food safety principles as guided by the Health Department
- Wearing PPE (Personal protective equipment) including gloves and mask while interacting with senior citizens
- Follow appropriate safety and sanitary standards during the performance of all tasks
- Pack transport bags/coolers appropriately to maintain adequate temperature controls
- Assist with meal packaging
- Attend all staff meetings and quarterly trainings as required
- Assist with programming at the center including serving food and purchasing supplies
- Maintain confidentiality of all client, staff and business related information
- Assist with dishwashing, trash removal, cleaning of the building and sanitizing
- Organize and arrange home delivery routes for efficient delivery
- Finding, identifying and visiting new clients addresses
- Report to Senior Center director any changes with homebound clients
- Collect meal donation contributions from clients and turn in to Senior Center
- Fill out required paperwork, such as delivery log each day
- Distribute important information to seniors such as health handouts, letters, and calendars
- Other related duties may also be performed; not all duties listed may necessarily be performed by everyone holding this classification

## **Knowledge, Skills, and Abilities**

- Use GPS and/or other maps in finding addresses
- Demonstrate driving safely and routine vehicle maintenance
- Respect and sensitivity to a variety of socioeconomic backgrounds and ability to communicate with the elderly
- Listen and communicate effectively in person, on the telephone and in writing
- Understand and carry out written and oral instructions
- Work both independently and as a team member
- Respond calmly and appropriately to all on the job situations, including emergencies
- Display confidence and caring attitude around client's pets
- Operate various vehicles including a car, truck and van
- Apply safe food handling practices and obtain Servesafe certification
- Safely load and unload refrigerated/frozen meal boxes
- Respond to emergency situations and administer first aid or CPR as necessary
- Organize and maintain delivery records
- Operate general office equipment including answering telephones and using copier
- Follow all COVID-19 protocols including wearing masks and gloves when working with senior citizens
- Work in inclement weather conditions

## **SPECIAL QUALIFICATIONS**

### **Driver License:**

Possession of a valid Georgia Class C Driver License is required at time of appointment and is a condition of continued employment. Loss of the Class C Driver License is cause for discipline. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis. Driving history report will be completed and must be satisfactory for employment. Driving history reports are conducted annually.

### **Background Check/Drug Screening:**

A drug screening and background check will be conducted prior to employment. Screenings will also be conducted randomly throughout employment.

### **CPR/AED certification:**

Must be able to obtain CPR/AED certification through the American Red Cross. Must be able and willing to perform CPR and AED in an emergency situation.

## **NORMAL OPERATIONAL HOURS:**

Monday-Friday: 7:30 a-12 p

## **MINIMUM TRAINING AND QUALIFICATION**

Ability to read and write the English language at a level necessary for efficient job performance. High School or GED Degree. Preference to those who have worked in food service, delivery drivers or with the elderly population.