



MEALS on WHEELS

MONTGOMERY COUNTY

TITLE: Meals on Wheels Driver
DEPARTMENT: Meals on Wheels Program
POSITION TYPE: Part Time – Hourly
WORKDAYS/HOURS: Monday – Friday, 9:00am – 2:30pm
LOCATION: 111 S. 2nd St Conroe TX 77301
PAY RATE: \$13.00 per hour.
REPORTS TO: Operations Supervisor

SUMMARY:

The Meals on Wheels Driver loads and delivers prepared meals/drinks and inter-office mail between several locations throughout the county. And as needed to individual clients.

DUTIES AND RESPONSIBILITIES:

- 1) Packs into coolers meals and drinks for delivery to clients.
- 2) Transports MOW coolers and congregate containers to various activity centers in the county.
- 3) Delivers MOW meals to the clients when necessary.
- 4) Interacts with MOW volunteers.
- 5) Distributes inter-office mail between several locations.
- 6) Completes necessary forms and reports, such as Vehicle Inspection Report, etc.
- 7) Completes daily inspection of the MOW vehicle.
- 8) Washes, sweeps and otherwise cleans van regularly in order to assure cleanliness, sanitation and proper appearance.
- 9) Attends training and staff development meetings in order to comply with state and federal regulations, such as the Health Department and HGAC standards.

EMPLOYMENT STANDARDS:

- High school graduation or G.E.D. and at least two years of driving experience.
- Requires good communication skills and the ability to use the telephone, cellular phones and two-way radio.
- Typically requires up to eight hours per day of combination driving, sitting, standing, bending or moving about, with frequent interruptions.
- Lifts, carries, moves and positions objects weighing up to 60 pounds repeatedly.
- Requires: Valid Texas Driver License, clean MVR, Pass Drug testing and Background check.
- Requires: The ability to pass an on-line defensive driving course annually.

NOTE

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. All jobs are subject to change.