



TITLE: MEAL DELIVERY DRIVER
DEPARTMENT: OPERATIONS
POSITION TYPE: Part Time, Hourly
WORKDAYS/HOURS: Monday – Friday, 9:00am – 2:30pm
LOCATION: 111 S. 2nd St Conroe TX 77301
SUPERVISES: N/A
REPORTS TO: Meal Delivery Supervisor

SUMMARY:

The Meals on Wheels Montgomery County (MOWMC) Meal Delivery Driver is responsible for delivering meals/beverages and products to clients, activity centers and volunteer drop off locations throughout Montgomery County.

DUTIES AND RESPONSIBILITIES:

- 1) Packs prepared meals, frozen meals, fruit, beverages into route specific coolers for delivery to clients.
- 2) Loads route specific coolers and congregate containers into meal delivery vans and transport to designated locations within Montgomery County.
- 3) Completes delivery to individual clients when necessary.
- 4) Completes necessary forms and reports, such as Vehicle Inspection Report, etc.
- 5) Completes daily inspection of the meal delivery vehicle.
- 6) Sweeps, and otherwise cleans van regularly to assure cleanliness, sanitation, and proper appearance.
- 7) Daily cleaning and disinfecting of coolers and bags to maintain sanitation standards.
- 8) Complete required training courses and attend staff meetings to stay informed about policies, regulations, and current activities of the organization.
- 9) Complete all other duties as assigned.

EMPLOYMENT STANDARDS:

- High school graduation or G.E.D. and at least two years of driving experience.
- Proficiency with use of cellular navigation applications.
- 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.
- Adheres to MOWMC Policy and Procedures.
- Requires excellent communication skills and the ability to work positively with seniors, staff members, visitors, volunteers, community leaders and the public.
- Requires a valid Texas Driver's License, Pass Drug Testing, Pass Background check.

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.