



# Trempealeau County Opening Part-Time, Fill-In Meal Delivery Drivers

## **PURPOSE OF POSITION:**

The Aging and Disability Resource Center (ADRC) of Trempealeau County is accepting applications for Meal Delivery Drivers. The position will be responsible to deliver meals to homebound elderly. The person in this position will fill-in on an as needed basis for any of the following routes: Osseo, Eleva / Strum, Whitehall / Pigeon Falls, Independence, Arcadia, Blair / Ettrick / Galesville and rural Galesville / Trempealeau working Monday through Friday between the hours of 10:00 a.m. - 1:00 p.m. up to 10 hours per week. Flexible scheduling available. The work is performed under the supervision of the ADRC/Senior Services Supervisor.

## **REQUIRED QUALIFICATIONS:**

High school diploma or equivalent, six month's service work experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid motor vehicle operator's license is required. Final candidate subject to criminal background check.

## **COMPENSATION / BENEFITS:**

The 2019 starting wage for this non-exempt position is \$9.90 per hour. Trempealeau County's compensation plan includes annual wage step increases. This is a part-time/fill-in position working less than 20 hours per week and does not qualify for benefits. Potential candidate will have the option of using their personal vehicle and receiving mileage reimbursement or utilizing a county owned vehicle.

All required application materials may be found at [www.tremplounty.com](http://www.tremplounty.com)

To be considered a completed Trempealeau County Employment Application must be submitted (via mail, email, fax, or hand-delivered) to Human Resources by:

**Open Until Filled**

### **Trempealeau County Human Resource Department**

36245 Main St., PO Box 67, Whitehall, WI 54773

Telephone: 715-538-2311 ext. 224

Fax: 715-538-4776

Email: [personnel@tremplounty.com](mailto:personnel@tremplounty.com)

Visit our website at [www.tremplounty.com](http://www.tremplounty.com)

Equal Opportunity Employer / Affirmative Action

## Classification Description

<b>Classification Title:</b>	Home Meal Driver	<b>Department:</b>	Senior Services – Human Services
		<b>FLSA:</b>	Non-Exempt
<b>Date:</b>	November 2017	<b>Reports To:</b>	ADRC/Senior Services Supervisor

### Purpose of Classification

The purpose of position in this classification is to deliver meals to homebound elderly. The work is performed under the supervision of the ADRC/Senior Services Supervisor.

### Essential Duties and Responsibilities

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Picks up hot and cold food for nutrition site and delivered meals from providers.

Delivers hot food to nutrition sites.

Assists in packaging home delivered meals. Transports meals to vehicle. Reviews meal list. Delivers meals to homebound clients.

Assists clients in opening meal cartons and packages.

Communicates with homebound to determine needs/concerns. May assist homebound with routine tasks such as retrieving mail, shoveling walk, etc. Assists in referring participants to various services/resources.

Takes and records food temperature.

Maintains and submits daily reports.

Maintains supply inventors.

Maintains client confidentiality.

Monitors and delivers frozen meals.

### Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, six months service work experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid motor vehicle operator's license required.

### Physical and Mental Abilities Required to Perform Essential Job Functions

#### Language Ability and Interpersonal Communication

Ability to compare, count, differentiate, measure and/or sort data and information, to prescribed standards.

Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.

Ability to utilize a wide variety of descriptive data and information such as time sheets, frozen meal forms, lists, schedules, supply inventories, nutrition manual and general operating manuals.

Ability to communicate effectively with elderly persons, Agency personnel and food provider.

### **Mathematical Ability**

Ability to add, subtract, multiply and divide.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

### **Physical Requirements**

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicle, carts, bulk food carriers, coolers and shovel.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as driving.

Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

Ability to work under conditions which require exposure to environmental factors such as temperature variations and extremes, odors, traffic hazards and/or dust. This exposure may cause some discomfort and presents a risk of injury.

Trempealeau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.