



Job title: Driver I/II

Work Location: 2303 Miramar Street, Los Angeles, CA 90057

Division/Department: Transportation

Reports to: Supervisor/Dispatch

Salary \$17.28 hour

☐ Full-time

☒ Part-time 7:30am-2:30pm

☐ Exempt

☒ Nonexempt

Purpose: The mission of St. Vincent Meals on Wheels (SVMOW) is to prepare and deliver nutritious meals to homebound seniors and other vulnerable residents across Los Angeles regardless of age, illness, disability, race, religion, or ability to pay. The program operates Monday-Saturday and Holidays. SVMOW adheres to the following Vincentian core values: Respect, Compassionate Service, Simplicity, Advocacy for the Poor, and Inventiveness to Infinity. The Meal Runner/ Driver position transports the meals safely within assigned delivery routes providing courteous and timely door to door meal delivery to the client's residence.

Essential Duties and Responsibilities:

Drivers will deliver routes as a team of two. On occasion staff may need to perform both driver and runner tasks for the route. All Driver's work on tasks will include packing, sanitation, bag cleaning, etc. either before or after routes as assigned.

To be considered for a promotion to Driver II, staff must be able to deliver alone (performing both runner and driver tasks) You will routinely be assigned to 4 or more known or unknown delivery routes within any given week. In addition to routinely being assigned 2-3 times to go alone within any given week. Following the suggested route completion time frame per city of department of aging/ Standard operating procedures of 2 1/2 – 3 hours.

- Must be able to utilize smart phone for the following purposes: GPS route navigation, contacting clients, working with other work-related apps such as client database and communicating with dispatch and front office.
- Must be proficient on reading menus and route sheet, for the purpose of providing the correct meals to clients, but to also provide basic training instructions/procedures to new hires.
- Must be able to work with diverse population, staff, volunteers and clients.
- Must be able to willingly go on route with volunteers.
- Must be able to deliver center routes includes loading cases, driving alone and verifying completion of center receipts forms.
- Follows all health and safety/FDA guidelines.
- Adheres to existing work practices, methods, procedures, and new or alternative systems, as needed.
- Preparation for the route—count of meals (hot, cold, beverage) and other food items (breakfast, snacks, frozen) if applicable; and route-specific items such as client residence keys, gifts from MOW, payment envelopes, and temperature kit.
- Loading of vehicle—load the hot and cold meals containers, beverage bag, and other applicable food items.

- Delivery of meals to the client—check route sheet for special meals and beverage before presentation to the client; complete the route within established timeframes/policy.
- Unloading of vehicle—remove any leftover meals/beverages and place in designated containers on loading dock; ensure transport containers are returned to the right location at dock; pick up trash and organize any items such as plastic bags or pencils in vehicle.
- **Driver duties:** Check Route Assignment and Vehicle Assignment Sheets for the day; Pick up vehicle keys and sign out vehicle in front office; review the designated Route Sheet for new deliveries and prepare directions for new location; drive safely to each address; when it is possible to park legally, the Driver should also deliver especially when there are multiple deliveries in one building or area; prepare for the next delivery (while Runner is delivering) by checking the route sheet and closing any containers that may have been left open; temperature of test meals is taken at the end of the route.
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

Education and/or Work Experience Requirements:

- Sufficient verbal communication skills to communicate effectively in both internal and external environments (bilingual Spanish is a plus)
- Strong interpersonal skills
- The ability to work with diverse staff and volunteers in a team environment
- Demonstrates a positive attitude
- Strong attention to detail
- Able to read and follow directions, road maps, and/or other instructions;
- Valid California Driver's License and clear DMV record.
- Minimum of 5 years licensed driving experience.
- Background Fingerprint Clearance
- Drug Test Clearance

Physical Requirements:

The performance of duties involves working outdoors in varied weather conditions and the physical abilities to climb stairs and lift/move objects of 30 pounds or more.

- Ability to work with a diverse client population and Agency workforce in a professional and respectful manner
- Ability to safely and successfully perform the essential job functions including meeting delivery route dispatch and return times and sufficient speed on production line tasks to meet quantitative/qualitative standards.
- Ability to maintain regular, punctual attendance
- Ability to deal with the public in a professional manner
- Ability to work with a diverse client population, staff and volunteers in a professional and respectful manner

Print Employee Name:

Employee signature:

Date: