

SENIORS FIRST, INC. JOB POSTING MEALS ON WHEELS ROUTE DRIVER

JOB SUMMARY: To deliver meals to clients daily on assigned routes in Orange County. High school diploma or equivalent desirable. A valid Florida Driver's License, a clean driving record, reliable transportation and proof of auto insurance. Working knowledge of MS Office Suite, preferred. Sufficient mobility and strength to ambulate and move throughout facilities. Requires the ability to independently access any type of office or private residence. Able to sit for long periods of time, requires frequent walking, standing, stooping, lifting up to approximately 15 pounds, and occasional lifting of up to approximately 35 pounds. Other limited physical activities are required. Exposure to all kinds of environmental conditions this includes but is not limited to adverse weather conditions, extreme heat, noise, road hazards, tobacco smoke, animals and adverse environments.

Essential Functions

- Calls into the office daily, drives routes and delivers meals as assigned by the MOW Coordinator.
- Coordinates information with the Meals on Wheels Department for client changes and any other information regarding clients.
- Treats clients, staff and others with dignity and respect.
- Assists MOW Site Specialist with new volunteer drivers as needed, including ensuring they are trained.
- Assists in compliance of procedures for temperature requirements.
- Fills in for site specialist in their absence as assigned by the MOW Coordinator.
- Abides by Agency/Department policies and procedures. This includes safety and reporting client incidents.
- Attends all staff meetings and training sessions as required.
- Maintains HIPAA compliance according to agency policies and procedures.
- Ensures that client signatures for meals are obtained as required.

Other Related Knowledge/Skills/Abilities

- Assists in the development of good volunteer/staff relationships.
- Performs all other duties as assigned by supervisor.
- Ability to follow and give directions to clients' homes for routing purposes.
- Organized, detailed, ability to multi-task.
- Customer service oriented.
- Able to work in stressful situations and have the ability to react in a calming manner.
- Ability to determine emergency situations - abuse/neglect, food and shelter.
- Understanding of the elderly and/or disabled individuals.

This is a part-time position working Monday – Friday mornings 20 hours per week.

All applicants must be able to demonstrate ability to pass a pre-employment drug test and a Level 2 background screening.

Position Opens: March 13, 2023 Position Closes: May 13, 2023

All interested applicants should apply at: hr@seniorsfirstinc.org or Indeed.com. Internal applicants see HR.

Seniors First is a... Drug Free Workplace, EOE-F/M/Disabled/Vet/AA/E-Verify

Qualified individuals with a disability have the right to request a reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or hrlevel2@seniorsfirstinc.org, informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.