

Memo

To: Program Directors
From: Sarah Childress
Date: August 25, 2020
Re: Position Opening

This position is currently open. Please forward this to your employees.

Job Title: Delivery Driver

Location: Sevier

Program: Senior Nutrition

Position Summary: Delivers meals to participants

Duties and Responsibilities:

- Ensures meals are packaged correctly for home delivery clients
- Cleans coolers daily using soap, water and bleach. Also lifts and moves coolers and stock as needed.
- Drives and delivers meals to the homes of all SNP home delivered meal participants on specified route.
- Delivers meals to congregate sites and serve any registered congregate clients who come to eat at the site, as needed.
- Maintains necessary and accurate paperwork (including route sheets, temperature logs, mileage logs) and turns paperwork into the Site Supervisor in a timely manner.
- Reports status of clients to the Site Supervisor on a daily basis.
- Helps kitchen staff prepare and package meals if needed.

- Practices sanitary methods of food handling, including careful washing of hands, wearing plastic gloves and aprons when necessary.
- Participates in training on a regular basis.
- Must maintain transportation, valid Tennessee driver's license and proof of liability insurance on vehicle.
- Distribute menus, contribution envelopes or other papers to clients en route.
- Receives and turns in any contributions/donations to the Site Supervisor as soon as possible.

Education Requirements:

- High School diploma or GED preferred.

Experience and Skills Requirements:

- Ability to lift up to 40 pounds, load coolers into vehicle

Hours and Benefits: Part-time; Non-Exempt

To Apply: Send resume to: DCEA Human Resources, Attn: Delivery Driver, P.O. Box 1218, Morristown, TN 37816.