Memo

To: Program Directors

From: Sarah Childress

Date: July 16, 2019

Re: Position Opening

These positions are currently open**.** Please forward this to your employees. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title**: Delivery Driver

**Location:** Jefferson County

**Program:** Senior Nutrition Program

**Position Summary:** Delivers meals to participants.

**Duties and Responsibilities:**

* Ensures meals are packaged correctly for home deliver clients.
* Cleans coolers daily. 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 client 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.

**Education:**

* High School diploma or GED preferred.

**Experience and Skills Requirements:**

* Must maintain transportation, valid Tennessee driver’s license and proof of liability insurance on vehicle.
* Ability to lift up to 40 pounds, loading coolers into vehicle.

**Hours and Benefits:** Position is part-time; Non-Exempt

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