

NOTICE

There is a job vacancy with the **BAY COUNTY DEPARTMENT ON AGING.**

JOB TITLE: Bulk Delivery/Home Delivered Meals Driver

RATE OF PAY: \$10.91 per hour entry level, progressing to \$12.55 per hour after 4 years (TS03)

Part-time position; approximately 22.5 hours per week (subject to change, but not to exceed 29 hours per week), with limited benefits as provided for within the USW Part-time Union, although union membership is voluntary.

GENERAL SUMMARY: Under the direct supervision of the Nutrition Services Manager, delivers food for Bay County Department on Aging Home Delivered Meal program and Senior Activity Centers. Assists with operations pertaining to the transport of food, supplies and equipment. This position requires excellent driving skills, lifting, bending, and being mobile. Must have basic reading and writing skills. Will also assist with other Special Events offered through the Department of Aging.

ESSENTIAL FUNCTIONS:

1. Responsible for the pick-up/delivery of supplies to activity centers, main office, kitchen and other locations as necessary.
2. Assist coworkers by dropping-off or picking-up vans for repair.
3. Available for Special Events through the Department on Aging that requires transporting chairs, tables and other equipment.
4. Delivery of mail/paperwork to and from the Activity Centers to the main office.
5. Responsible for adhering to food safety guidelines as outlined by Region VII and maintaining cold/hot food temperatures per Food Code regulations.
6. Daily delivery of home delivered meals to clients including hot entrée, milk, bread, fruit and/or dessert.
7. Completion of an incident report as it pertains to in home emergency situations.
8. Maintain cleanliness of all equipment including cambros, coolers, hot/cold food bags, vehicles.
9. Cleanliness of loading area including freezer/cooler, carts, floor, and other miscellaneous custodial tasks as assigned.
10. Assist with stock, removal of trash and recyclables, mop floors, and other kitchen areas as needed.
11. Completion of all paperwork as outlined by departmental guidelines including log sheets, not-at-home slips, incident reports, route sheets and all other county paperwork.
12. Attendance of all training sessions; maintaining strict confidentiality regarding client's personal information.
13. Punctual and consistent attendance is an essential function of this position.
14. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles as required.
15. All other assigned duties.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Must possess a valid driver's license with good driving record. Must be able to read maps and follow routes. Must be suited to deal effectively with home-bound seniors. Basic reading, math, and communication skills needed. Must be able to do minor van maintenance. Applicants may be required to take written and/or other examinations.

PHYSICAL REQUIREMENTS: This position requires sitting, being mobile, bending and/or standing for significant periods of time. Applicants must be able to lift and transfer heavy containers of food, up to and occasionally more than 50 pounds with or without reasonable accommodations. Job requires some stair-climbing when making meal deliveries.

APPLICATION PROCEDURE: Make application online at www.baycounty-mi.gov or at the Bay County Personnel Department, 515 Center Avenue, Bay City, Michigan 48708 no later than **4:00 p.m., Monday, March 19, 2018.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."