

**NOTICE**

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

JOB TITLE:                   **ON-CALL, PART-TIME DRIVER**

RATE OF PAY:               **\$10.91 per hour**

Part-time, on-call, variable hours, non-union position, no benefits

**GENERAL SUMMARY:**

Under the direct supervision of the Nutrition Services Manager, delivers cooked bulk meals to satellite sites and meals to home-bound seniors.

**ESSENTIAL FUNCTIONS:**

1. Cleans and maintains the units inside the van.
2. Cleans and maintains the van assigned on rotating basis.
3. Delivers baked goods to sites as needed; delivers other raw foods and interproject work sheets as necessary.
4. Delivers bulk cooked foods to satellite sites and pre-trayed meals to home-bound seniors on assigned route.
5. Is responsible for meal cards required by funding agency as documentation of meal received.
6. Is responsible for completing daily van logs.
7. 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.
8. Consistent and punctual attendance.
8. All other duties as assigned.

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 to be performed by personnel so classified.

**QUALIFICATIONS:** Must have a good driving record and a valid Michigan driver's license. Must be able to read maps and follow routes. Must be able to communicate effectively with home-bound seniors. 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. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 20-50 pounds of force up to one third of the time.

**APPLICATION PROCEDURE:** Apply online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person/via US Mail to the Bay County Personnel Department, 515 Center Avenue, Bay City, MI 48708. Application deadline: **4:00 p.m. Thursday, August 10, 2017.**

**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."