



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

**MEALS ON WHEELS DRIVER**  
**DAWSON COUNTY SENIOR SERVICES**  
Temporary/Part-Time/Hourly/Non-Exempt

## **JOB SUMMARY**

This position is responsible for delivering meals to homebound and disabled individuals on a designated route in Dawson County on the Meals on Wheels program. Duties include maintaining daily log sheet of delivered meals, performing a variety of duties to assist with meal preparation, meals service, and clean up; including routine sanitation of equipment, food preparation and storage areas.

## **ESSENTIAL DUTIES**

- Assist in the delivery of meals on the Meals on Wheels program; maintain daily log sheet of delivered meals; report any unusual client status to site manager/case manager.
- Perform a variety of duties to assist with meal preparation, meals service, and clean up.
- Assist in routine sanitation, including cleaning and maintaining equipment, food preparation and storage areas.
- Maintain accurate up-to-date records on trip sheets, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that are requested from management.
- Work other related senior activities within the Senior Center or off-site as necessary.
- Perform such other duties as may be required.

## **KNOWLEDGE / SKILLS / ABILITY**

### **KNOWLEDGE OF:**

- County geography, including the location of roads.
- County and Department safety rules and regulations.

### **SKILL IN:**

- Dealing with the public.
- Verbal and written communication.
- Working knowledge and current certification of first-aid, CPR and AED

### **ABILITY TO:**

- Read, write, and perform basic mathematical calculations.
- Inspect and report any vehicle maintenance and repairs.

## CONTACTS

Contacts are typically with co-workers, clients, elderly and disabled individuals and the general public. Contacts are typically to exchange information and provide services.

## ADA MINIMUM REQUIREMENTS

**Scope of Performance:** The purpose of the position is to assist with food preparation and delivery for the Meals on Wheels program.

**Physical Ability:** The work is typically performed while sitting, standing, walking, bending, crouching, or stooping; and the employee must be able to climb steps, carry objects and sit for long periods of time. The employee is frequently required to lift light and heavy objects, up to 10 pounds regularly and up to 25 pounds occasionally.

**Environmental Factors:** The work is typically performed while operating a vehicle. The employee may be exposed to dust, fumes, exhaust, various noise levels, various temperatures, chemicals, and contagious or infectious diseases as well as various outdoor weather conditions as required.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The program manager assigns tasks and provides supervision to ensure proper completion of work.

## MINIMUM QUALIFICATIONS

- Applicant must have ability to read, write, and perform basic mathematical calculations; high school diploma or equivalent is preferred.
- Applicant must be able to communicate both verbally and in writing.
- Applicant must have possession of or the ability to readily obtain a driver's license issued by the State of Georgia and maintains a satisfactory Motor Vehicle Record (MVR).
- Applicant must pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_