



Mid Florida Community Services, Inc.
820 Kennedy Blvd., Brooksville, FL 34601
Phone: 352-796-1425 | Fax: 352-796-9952

POSITION TITLE:	Volunteer/Home-Delivered Meals Driver
DEPARTMENT:	Senior Services
SUPERVISED BY:	Nutrition Program Manager

ROLE DESCRIPTION

POSITION SUMMARY: Drives/operates their own vehicle or the service vehicle of the Senior Services Nutritional Program; drivers may be assigned various routes within the delivery area of Hernando County. Functions are directed through the Nutritional Program Manager or other designated staff.

ESSENTIAL JOB FUNCTIONS:

On their assigned day, the volunteer driver delivers meals to homebound elderly within a specific geographic area. As the volunteer driver delivers the meals, they check on the client's well-being and report back any unusual circumstances. In this way, the volunteer serves as a critical link between our program and the elderly client.

TASKS:

- ♦ Pick up meals and a route sheet at the designated location. Meal pick-up times range from 9:30 a.m. – 11: 00 a.m., depending on the route. (Allow time for staff to count meals after the food arrives.)
- ♦ Deliver meals to multiple households, greet clients, and check on the client's well-being and report back any unusual circumstances.
- ♦ Call appropriate staff if client not home.
- ♦ Complete logs and other documentation requirements as directed.
- ♦ Return empty containers/undelivered food to pick up point immediately after delivery and share information about client needs or problems with designated staff.
- ♦ Occasionally deliver newsletters, nutritional education, or other resources with the meals.
- ♦ Notify the appropriate staff in advance if unable to deliver on assigned day.

TIME COMMITMENT DESIRED: Meals are delivered mid-morning Monday through Friday, except for holidays. Volunteers are typically scheduled for the same weekly route. Some volunteers deliver more than once a week and some as little as once per month. On-call substitutes are also needed, as are volunteers to deliver weekly/biweekly supplies of meals. Routes generally take 1.5 to 2 hours.

JOB STANDARDS:

Education: High school graduate or equivalent.

Experience: Two years of prior driving experience in related field.

Licenses & Certifications: Valid Florida driver's license and current vehicle insurance. Subject to federal, state and local legal requirements/background checks/clearance for working with vulnerable populations.



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CRITICAL SKILLS, ABILITIES & EXPERTISE:

Physical Requirements: Sitting, standing, use of fingers, arms, hands and legs, driving and medium lifting and carrying (up to 30 lbs.), handling, grasping and talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Squatting, walking, heavy lifting and carrying (greater than 30 lbs.) are frequent. Pushing, pulling, kneeling, balancing, turning, and feeling are occasional.

Equipment: Hand truck.

Skills & Expertise: Knowledge of geographic area and roads/highways in Hernando County. Knowledge of federal, state and local traffic/highway laws and regulations. Knowledge of general vehicle safety and driving practices. Knowledge/skill of first aide procedures/practices. Skills in completing work with a high degree of accuracy and attention to detail. Ability to effectively communicate orally and in writing. Skills in customer service and dealing with irate individuals. Ability to establish effective working relationships with people, including coworkers, clients and supervisors. Ability to use and operate a telephone/radio. Ability to speak/communicate in Spanish as a second language is desired.

ENVIRONMENTAL FACTORS:

Job Location: Primary location is within the volunteer's vehicle or delivery van of the Senior Services Nutritional Program, and on the roads/highways of Hernando County. Constantly indoors and outdoors.

Work Environment: Working alone and with others is constant. Work in heat, cold, dust, or wet conditions are frequent.

NON-ESSENTIAL/SECONDARY FUNCTIONS:

Performs any additional duties as directed or assigned by supervisor, management staff, program director, or Mid Florida Community Services, Inc., management staff. This description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

By signing below, Volunteer acknowledges that he or she has read this Role Description and the requirements contained herein. Volunteer certifies that he or she has the qualifications and skills required and has the ability to complete the physical requirements of their role duties.

Volunteer Signature

Date

Supervisor Signature

Date

REVISION DATE: 03/05/21

W/C CODE: 8810

FLSA STATUS: N/A