

CITY of AZTEC JOB DESCRIPTION

Job Title: Center Driver
Department: Senior/Community Center
Shift: 25 hours per week
Pay Plan: SC01 @ \$9.00/HR
Exempt: No
Reports To: Center Director
General Direction From: Center Director
Position Closes: Open Until Filled

PURPOSE & NATURE OF JOB

To deliver meals to Home Delivery Clients, to provide safe transport to and from the center and on other trips and to maintain a well-running safe vehicle at all times. To assist in other areas as needed.

ESSENTIAL DUTIES

- Deliver meals to Home Delivery Clients in a timely manner.
- Ascertain client condition. Contact Center Director if needed.
- Collect any donation envelopes and deliver to the Center.
- Follow a fixed route system to accommodate Clients and maintain fuel efficiency.
- Maintain daily vehicle logs; mileage, maintenance, meal temperature.
- Cleans vehicles inside and out, weekly.
- Pick up Clients from their homes and deliver to the center or planned activities and return to homes.
- Assist Clients on and off van at all times; may physically escort Clients to and from destination once they alight from the van.
- May run Center errands or errands for clients, if time permits.
- Assist in kitchen, getting heat stones and bags ready for packaging. As well as, cold set up, cleaning and other duties at the Center, as needed.
- Report any maintenance issues to the Center Director in a timely manner.
- Ability to communicate in English, both written and verbally and be able to follow verbal and written instructions.

RESPONSIBILITIES

Supervision:	N/A
Public Contact:	Contact with Senior Citizens, disabled and homebound persons
Budget:	N/A
Other:	Consistently provide reliable and quality service

GENERAL INFORMATION

The duties/responsibilities listed 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.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid NM driver's license and good driving record.

Education:	High School Diploma or G.E.D.
Experience:	6 months delivery and transport Maintaining logs Working with Seniors
Knowledge:	Knowledge of geographic area Vehicle maintenance
Certificates/Licenses:	CPR certified
Recertification:	N/a
Use of Tools and/or Equipment:	Shop vac, tire iron/jack, copier/fax

WORK ENVIRONMENT

Physical Demands:	Ability to climb in and out of several types of vans/vehicles and navigate stairs, multiple times during deliveries. Physically able to assist Clients and lift objects up to 50 lbs.
Hazards:	Exposure to weather and road conditions, traffic, uneven terrain; drive ways, trails, sidewalks, steps etc.
Exposures:	Recurring conditions which involve chance of injury.