



HILL COUNTY
JOB POSTING/ DESCRIPTION
September 22, 2023

Job Title: Meals on Wheels Delivery

Department: Council on Aging

Type: (2) Part-time (Havre & Rudyard sites)

Accountable To: Director HCCA

Wage: \$13.92 hourly

Job Overview: This position serves as the individual who will assure that the Home Delivered Meals program stays consistent with the mission, vision and values of the Hill County Council on Aging with assisting in preparing home delivered meals and delivering meals to home bound seniors following the guidelines of The Older American Act of 1964.

Essential Functions (Major Duties or Responsibilities): This position performs technical duties of food preparation and driving a vehicle for delivery. Position serves as a contact person for home bound individuals. Position requires patience and ability to establish good rapport with elderly citizens. Hazards of position include driving and making deliveries in sometimes adverse weather and road conditions. Performs well being checks. Position requires ability to: drive a vehicle; carry trays of food; visually inspect premises; enter and exit a variety of buildings; use kitchen utensils; maintain records and work on all assigned days.

Knowledge, Skills and Abilities: Knowledge: This position requires basic knowledge of food preparation and nutrition. With Havre/Rudyard area knowledge and ability to find customer home locations. **Skills:** This position requires skills in use of the kitchen and driving/delivering meals. **Abilities:** Must be able to enter and exit van multiple times per hour including twisting, bending, sitting, kneeling and standing; speak, write, read and understand the English language. Maintain alertness; follow verbal or written instructions; maintain client confidentiality; drive safely for extended periods of time without a break; be courteous; be sensitive to seniors and persons with disabilities; maintain composure under stress; ability to prioritize workload and manage time effectively; work independently as well as cooperatively with other staff; work cooperatively with family members and community service agencies. This position requires the ability to: have a pleasant personality; attention to detail; greet elderly people in their homes; have patience; follow standards of cleanliness and safety; complete kitchen tasks in a timely manner; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public. Adheres to County Policy and Hill County Council on Aging structure.

Minimum Qualifications (Education and Experience): The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to: A High School diploma; Experience working with senior citizens or disabled persons is preferred; Must enjoy working with Senior Citizens; Experience in food preparation; driving a vehicle; Must possess a good driving record for the past 18 months; Must possess a valid driver's license.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Other duties may be needed or assigned.

Hill County is an equal opportunity employer. Hill County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Signatures

My signature below indicates the statements in the job description are accurate and complete. It also constitutes notification of the job vacancy to the Hill County Commissioners to allow posting of this position.

Heather Sinclair Director of HCCA 9/22/23
Immediate Supervisor Title Date

Commissioner's Review:

Mark Peterson Commissioner 9-22-23
Mark Peterson Title Date

Sheri Williams Commissioner 9-22-2023
Jake Strissel Title Date
Sheri Williams Title Date

Human Resources Review

Step: 1 Grade: 7 Rate of Pay: ~~\$12.40~~ \$13.92/hr per hour *of*

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- FLSA Exempt
- FLSA Non-Exempt
- Appointed
- Elected

Union Bargaining Unit:

Human Resources:

Brittany L Stygles Human Resources 9.22.23
Brittany L Stygles Title Date

Personal Contacts: Daily contact with Council on Aging staff and elderly people.

Supervision Received: Daily supervision from the Director and Cook.

Essential Functions: Position requires ability to: drive a vehicle; carry trays of food; visually inspect premises; enter and exit a variety of buildings; use kitchen utensils; maintain records and work on all assigned days.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Prepares food and lunches; prepares lunches creatively and meets health and safety standards. Prepares salads and desserts for the next meal day.

Loads van with food and delivers to home bound elderly people. Serves as a check on the status of elderly persons; notifies Council on Aging Director if apparent need or change in health status.

Performs other related duties as assigned and has full accountability to the Director.

JOB REQUIREMENTS:

Knowledge: This position requires basic knowledge of food preparation and nutrition. Have area knowledge and ability to find customer home locations.

Skills: This position requires skills in use of the kitchen and driving/delivering meals.

Abilities: Must be able to enter and exit van multiple times per hour including twisting, bending, sitting, kneeling and standing; speak, write, read and understand the English language. Maintain alertness; follow verbal or written instructions; maintain client confidentiality; drive safely for extended periods of time without a break; be courteous; be sensitive to seniors and persons with disabilities; maintain composure under stress; ability to prioritize workload and manage time effectively; work independently as well as cooperatively with other staff; work cooperatively with family members and community service agencies. This position requires the ability to: have a pleasant personality; attention to detail; greet elderly people in their homes; have patience; follow standards of cleanliness and safety; complete kitchen tasks in a timely manner; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public. Adheres to County Policy and Hill County Council on Aging structure.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Experience working with senior citizens or disabled persons is preferred.
- Must enjoy working with Senior Citizens.
- A High School diploma.
- Experience in food preparation, driving a vehicle, and with the elderly preferred.

- Must possess a good driving record for the past 18 months.
- Must possess a valid state of Montana driver's license.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties in a safe and efficient manner.
- Prepares healthy creative lunches in a timely manner.
- Meets health and nutritional requirements for lunches and follow instructions by cook.
- Drives in a safe manner in all weather conditions.
- Pleasantly greets persons in their homes, performs well being check.
- Maintains accurate, timely and complete records.
- Deals tactfully and courteously with the public.
- Observes work hours and days as assigned by Director.
- Demonstrates punctuality and job attendance.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public in a courteous manner.
- Cleans coolers used for transport weekly and as needed.
- Keeps delivery van washed and cleaned inside and outside.
- Meets standards of job description and The Older American Act of 1964.