



HILL COUNTY
JOB POSTING/ DESCRIPTION
April 25, 2024

Job Title: Home Delivered Meals Delivery Driver

Department: Council on Aging

Type: (1) Part-time (Rudyard site)

Accountable To: Director HCCA

Wage: \$13.92 hourly

Job Overview: 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. This is a part-time position with some county benefits.

Essential Functions (Major Duties or Responsibilities): This position performs technical duties of food preparation and driving a vehicle for delivery. Position enters individuals' homes and 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; Havre 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:

- 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.

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.

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 K Sinclair Director of HCCA 4-26-2024
Immediate Supervisor Title Date

Commissioner's Review:

Mark Peterson Commissioner 4-26-2024
Mark Peterson Title Date

Jake Strissel Commissioner 4-26-2024
Jake Strissel Title Date

Sheri Williams Title Date

Human Resources Review

Step: 1 Grade: 7 Rate of Pay: \$13.92 per hour 138

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 4.26.2024
Brittany L Stygles Title Date

HILL COUNTY

POSITION DESCRIPTION

April 24, 2024

POSITION: Home Delivered Meals, Rudyard Site

DEPARTMENT: Council on Aging

ACCOUNTABLE TO: Director HCCA

SUMMARY of WORK 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. This is a part-time position with some county benefits.

JOB CHARACTERISTICS:

Nature of Work: This position performs technical duties of food preparation and driving a vehicle for delivery. Position enters peoples home and 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.

- (a) Maintain operation, safety, and cleanliness of assigned vehicle
 - Check condition (lights, tires, oil) prior to beginning of shift.
 - Report immediately mechanical defects or repairs needed to supervisor.
 - Perform routine maintenance as outlined in weekly or monthly checklist.
 - Follow instructions of supervisor related to shop maintenance and repair.
 - Perform routine cleaning of vehicle, inside and out, at least weekly or as needed.
- (b) Deliver meals to homebound seniors
 - Assist in packing meals for homebound delivery
 - Assist with temperature checks
 - Delivery of meals to homebound seniors and their spouses
 - Deliver monthly menus
 - Collect payments and return to the Senior Center Office
 - Checks on homebound seniors to assess their needs and relay any suspected problems to management.
 - Report client needs to Director.
- (c) Perform other related duties as assigned by Director or Cook including, but not limited to, removing debris, snow and ice on entry ramps and sidewalks, cleaning and organizing freezers and coolers, performs inventory as requested. Works days and shifts assigned by Director.

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. Havre 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.