



COMMUNITY ACTION OF NAPA VALLEY

Food Service Driver Job Description

The **Food Service Driver** is responsible for delivering meals to senior citizens in Napa County. The program is a component of the Meals-on-Wheels Program, which is operated by Community Action of Napa Valley.

JOB TITLE: Food Service Driver

DEPARTMENT: Meals-on-Wheels Program

JOB SITE: 2521 Old Sonoma Rd, Napa CA 94558

REPORTS TO: Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Pick up meals at the MOW program site for delivery on an assigned route.
2. Set up serving supplies for Meals-on-Wheels clients.
3. Assist with packaging meals for delivery.
4. Deliver Meals-on-Wheels in Napa County.
5. Ensure safety of client and assist, as needed, in an emergency.
6. Collect contribution checks.
7. No smoking in vehicle.
8. On completion of the delivery route, return the thermal food containers to the HDM program site.
9. Assist Site Manager with clean-up as necessary
10. Complete necessary Meals Served Daily forms and turn into main office.
11. Maintain and clean daily carriers and delivery vehicle.
12. Order supplies for Meals-on-Wheels.
13. Call main office to report meal count for the following day.
14. Refer prospective clients and report other needs for services to the Site Manager
15. Assist in the orientation and training of new volunteers.
16. Accepts direction and supervision of the Site Manager
17. Maintain confidentiality as required by law and CANV policies.
18. Comply with established CANV procedures.
19. Perform other related duties as assigned.

PHYSICAL DEMANDS:

While performing this job, the employee is regularly required to walk; sit; bend; stoop; reach overhead; push/pull; squat; twist; turn; use hands to handle objects; tools, or controls; talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Be able to lift up to 40 pounds frequently and 50 pounds occasionally. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Noise level is moderate.
- Office and worksite is on first floor

ADDITIONAL INFORMATION:

- Must possess a valid California Driver License.
- Must maintain vehicle liability insurance.
- Must pass Background Check
- Must have access to a vehicle during work hours.
- Must maintain a good driving record.



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Job Announcement

JOB TITLE: Food Service Driver

HOURS: 20 hours/ week

SALARY: \$17.00 per hour

BENEFITS: 401(K) plan, vacation, sick and holiday pay.

SUMMARY: The **Food Service Driver** is responsible for delivering meals to senior citizens in Napa County. The program is a component of the Meals-on-Wheels Program, which is operated by Community Action of Napa Valley.

REQUIREMENTS AND QUALIFICATIONS:

- Knowledge of food safety and sanitation practices
- Knowledge of food packaging and distribution
- Knowledge of simple record keeping procedures
- Ability to work with seniors
- Ability to establish and maintain cooperative workplace relationships
- Ability to interact courteously and tactfully with the public and clients and maintain appropriate boundaries
- Ability to communicate effectively, both orally and in writing
- Ability to maintain accurate records
- Ability to read and follow a road map
- Ability to sit for extended amounts of time
- Ability to walk up and down stairs
- Physical agility to lift and carry up to 40 pounds frequently and 50 pounds occasionally
- Physical agility to bend, squat, stoop, walk, twist and turn, push/pull and reach overhead
- Work as a team member
- Work with minimum supervision
- Must be willing and able to travel to various locations
- Must pass Background Check
- Must be at least 18 years old and have at least 2 years driving experience.

ABOUT OUR AGENCY:

Community Action of Napa Valley (CANV) is a non-profit organization that has served the Napa community since 1965. The agency currently operates a range of programs that provide vital basic services such as food, child care, meals for seniors and volunteer opportunities.

HOW TO APPLY:

Visit our website at www.canv.org to download an application. Only individuals who submit an application will be considered for job position. Mail to: 2521 Old Sonoma Road, Napa, CA 94558 or E-mail to: canv@can-v.org or Fax to: (707) 253-6156

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CANV IS AN EQUAL OPPORTUNITY EMPLOYER