



JOB DESCRIPTION

DRIVER & MEAL SERVICE AIDE

Reports to	Latest Update	Hours
Director of Youth and Senior Services	2022	8:30-4:30 pm, M-F

GENERAL SUMMARY

The Driver and Meal Service Aide is primarily responsible for duties related to meal preparation, meal delivery and transporting senior citizens and youth to and from the Center.

PRIMARY JOB FUNCTIONS

The Driver & Meal Service Aide shall:

- Arrive at the Center no later than 8:30 a.m. to begin duties;
- Pick up senior citizens at their homes and transport them to Dumas Wesley, and return them to their homes at the conclusion of the daily activities, providing assistance if a senior citizen should need help in entering and/or exiting the van;
- Assist Site Director with meal preparation and group activities;
- Deliver homebound meals to clients in the Crichton and Toulminville areas;
- Transport senior citizens to and from field trips and other special off-site activities and events;
- Be responsible for keeping interior of S.A.I.L. vehicle(s) clean and sanitary;
- Maintain accurate, daily transportation records and mileage logs, and turn these in to the Director of Youth and Senior Services at the end of each month;
- Pick up youth from area schools and transport to Dumas Wesley's After School Achievement Program.
- Clean and sanitize senior center at end of the day and prep activities, supplies and inventory for following day

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each primary job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIREMENTS:

- Valid Alabama Driver's License
- Food Handler's Permit
- Safe driving record

SKILLS

- Must be able to lift and stand for long periods of time.
- Must be comfortable working with computers and submitting weekly/monthly online reports
- Must be able to work as a team member and get along well with fellow employees.
- Must be understanding, patient and empathetic to needs of all clients.
- Must be able to work a flexible schedule when situation warrants.
- Must be able to respond appropriately in a crisis situation.

Interested candidates may send a resume and cover letter to: asmalling@dumaswesley.org