

# Tri-County Aging Consortium

## EXTERNAL JOB POSTING BULLETIN

Job Requisition Number	Posting Date	Due Date	Pay
090717	September 8, 2017	Until Filled	Grade 6, Step 1 \$11.1775/hr \$23,249/annually
<b>Job Title</b> Van Driver (Full Time)			
<b>Location</b> Main Office – Central Kitchen			

**General Responsibilities:** Delivers food to nutrition sites and homebound clients. Maintains vehicle and helps prepare and pack meals.

**Essential Job Functions:** (Reasonable accommodations will be provided, if necessary, for individuals with disabilities that can perform the essential job functions.)

1. Helps kitchen staff with food prep and packaging as well as clean up.
2. Loads, unloads and packs food containers & supplies into Agency vans.
3. Checks and records food temperatures.
4. Operates an Agency vehicle to deliver food and equipment for Meals-on-Wheels, including nutrition sites and individual homes.
5. Maintains van cleanliness and ensures it is in proper working order. Responsible for mileage and maintenance records.
6. Follows Health Department and safety standards.
7. Examples of job functions listed do not include all tasks which maybe found in this position. Duties and responsibilities may be added, deleted or modified at any time.

**Skills, Knowledge, and Abilities and Standards of Performance:**

1. Commitment to the organization's missions and goals.
2. Computer skills sufficient to learn specific departmental software programs.
3. Ability to maintain confidential information regarding all aspects of client, volunteer, employee and agency information.
4. Ability to work independently or as part of a team.
5. Ability to communicate effectively and establish good relationships with staff, clients, volunteers and vendors.
6. Ability to represent the Agency in a professional manner.
7. Must be able to adjust priorities to meet deadlines in a timely manner.
8. Ability to meet department standards with regard to job knowledge, client focus, initiative, productivity, communication, teamwork and attendance.

**Requirements:**

- High School Diploma or GED is required.
- Valid Michigan Driver's License in excellent standing. Two years of prior professional driving experience is preferred.
- Some previous food service or customer service is desired.

**Working conditions:**

- The working environment varies. Part of the job is based in a kitchen environment where safe work practices are extremely important. Use of protective gear such as hats, aprons and gloves may be required. The remaining duties require driving to off-site locations. Exposure to weather conditions and traffic conditions becomes significant.
- Physical mobility is required for sitting, standing, walking, bending, stooping, and reaching. Must be able to frequently carry and lift items between 40-70 pounds. Must have dexterity to operate basic kitchen equipment safely. Must be able to drive safely. Must be able to enter and access information using a computer. Must be able to communicate effectively with clients, volunteers, co-workers and vendors in person and over the phone.
- Sensory requirements include exposure to extreme temperatures, tight spaces, slippery floors, moving mechanical parts, sharp kitchen utensils, high noise levels, water and cleaning compounds as well as traffic conditions.
- Mental requirements include the ability to handle varying and intense levels of stress

**Health Insurance Portability and Accountability Act (HIPAA):**

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Security Rule are required by the Rule to receive training so that they have an understanding and knowledge of the Privacy & Security Rule that corresponds to their job duties. Training on the requirements of the HIPAA Privacy & Security Rule and the plan's health information policies and procedures under the direction of the plan privacy & security officer(s) is a prerequisite for this position. Employees who violate the requirements of the HIPAA Privacy & Security Rule will be subject to discipline, up to and including termination.

**Reports to:** Food Production Supervisors

**Work Location:** Central Kitchen in Lansing, Michigan.

**Work Schedule:** Monday – Friday, 7:00am to 3:00pm, Full Time, 40 hours per week.

*Applicants must submit a resume, cover letter and Tri-County Office on Aging application by email to [hr1@tcoa.org](mailto:hr1@tcoa.org). You may also apply in person at Tri-County Office on Aging, 5303 S. Cedar, Suite 1, Lansing, MI 48911. Applications for TCOA positions may be found at <http://www.tcoa.org>*

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