

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION AND PROOF OF EDUCATION TO:
employment@spaldingcounty.com or to the HUMAN RESOURCES OFFICE
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Nutrition Program Delivery Driver (Position #2527)
Salary: \$8.50 per hour
Work Schedule: Part-time position, approximately 20 hours per week.

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High school diploma or state-awarded GED preferred. Must have good knowledge of the geography of the County. Must possess and maintain a current Georgia Driver's license.

GENERAL STATEMENT OF JOB: Under general supervision, delivers meals to homebound citizens enrolled in the Meals on Wheels Program; Assists with packing meals for clients on delivery route; keeps vehicle clean; reports to the Nutrition Program Supervisor.

PHYSICAL REQUIREMENTS: Must be physically able to operate and drive a motor vehicle. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to thirty pounds of force frequently. Physical demand requirements are at levels of those for moderate physical work. Must be able to lift and/or carry weights of fifty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Assists Nutrition Program Supervisor to coordinate daily meal delivery including developing routes, packing meals etc.

Accounts for meals delivered and not delivered in accordance with program guidelines. Maintains daily records.

Communicates any delivery issues to Nutrition Program Supervisor.

Keeps vehicle clean, and in good operating condition on a daily basis.

Drives additional routes as requested by the Nutrition Program Supervisor.

Performs pre-trip check of the vehicle and reports all maintenance problems to Nutrition Program Supervisor.

Delivers the vehicle to the garage for scheduled maintenance and as needed.

Follows county policies and procedures for safe vehicle operation, maintenance and fueling.

February 16, 2018
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