TOWN OF WATERFORD

Meals-On-Wheels Driver
Senior Services

VACANCY EFFECTIVE: IMMEDIATELY

Applications must be received in the Human Resources Office, open until filled.

Director of Senior Services	**PT-9** – $12.25 hour
Supervisor	Classification
Director of Senior Services	**Senior Services**
Review Authority	Department

A. PURPOSE OF POSITION:
Delivery of meals-on-wheels to homebound older individuals.

B. SUPERVISION RECEIVED:
Works under the supervision of the Director of Senior Services. Position may receive direction from professional staff and Community Café Manager as it relates to the department and from the TVCCA agency which administers the program.

C. SUPERVISION EXERCISED:
None.

D. EXAMPLES OF ESSENTIAL FUNCTIONS.

1. Delivers meals to homebound clients as assigned.
2. Pack meals into hot/cold coolers for transport and delivery to homebound clients.
3. Cleans and sanitizes equipment as directed.
4. Confirms additions/deletions to meal delivery route with the Community Café Manager.
5. Completes daily route sheet and TVCCA weekly mileage reimbursement paperwork.
6. Reports concerns regarding clients to the Director of Senior Services as required.
7. Adheres to all rules and procedures as stated in the Meals-On-Wheels Driver Operations Manual.
8. Maintains confidentiality of all client information.

**The essential functions or duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

E. MINIMUM QUALIFICATIONS: (Knowledge, Skill & Ability)
Must be 18 years of age or older. Valid Connecticut Drivers License and safe driving record. Proof of current insurance coverage and vehicle registration documentation are required. Considerable ability to establish and maintain effective and courteous working relationships with town officials, public officials, residents, general public, other departments and agencies, and workers. Thorough knowledge of business English, grammar, punctuation and arithmetic.

F. EDUCATION AND TRAINING:

High School diploma preferred. Familiarity with the roads in Waterford and Quaker Hill and ability to navigate a route is preferred.

G. PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, stoop or crouch, talk, and listen. The employee is required to walk and use hand, fingers and wrist for repetitive motion. The employee is required to handle, or operate office equipment and reach with hands and arms. The employee is occasionally required to climb stairs and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distant vision, peripheral vision and the ability to adjust focus. Employee must be able to read and interpret departmental documents and write routine reports and business correspondence. This position requires the ability to apply common sense understanding to carry out instructions furnished in written or oral form and the ability to deal with problems including several concrete variables in standardized situations. The employee must be able to work harmoniously, cooperatively, and courteously with others at all times. The employee must be able to respond to difficult situations, ease tensions and address disturbances.

Joyce Sauch

Joyce A. Sauchuk, Director of Human Resources

4/1/2014

Date

cc: Town Hall Bulletin Board
First Selectman
Town Clerk
Tax Collector
Assessor
Youth Services Bureau
Finance Department
Planning, Building & Health
Senior Services
Utility Commission
Bureau of Fire Services
Library
Public Works Department
Police Department
Recreation & Parks

Michael Kovalik, President, Local 1303-037
Thomas Martin, President, Firefighters Local 4629
James Bartelli, President, General Government Administrators
Steve Whitehead, President, Police Union (UPSEU/COPS)
Laurie Lewis, President, Public Safety Dispatchers (UPSEU)