

MEALS ON WHEELS SAN DIEGO COUNTY

JOB DESCRIPTION

Job Title: Courier
Reports To: Meal Center Manager
FLSA Status: Non-Exempt
Division: MOW Meal Center
Salary: \$16/hr

JOB SUMMARY

Under the direct supervision of the Food Services Manager, the Courier is responsible for picking up meals from the Meal Center and delivering them to volunteer drivers at designated distribution site(s).

ESSENTIAL DUTIES

1. Check in with Division Office to establish daily meal count.
2. Perform pre-drive inspection of delivery vehicle including checking tire pressure, oil level and coolant level. Make related adjustments as needed.
3. Arrive at Meal Center at designated time and verify all route books are completed and updated.
4. Pack the hot & cold insulated containers while ensuring that meal counts/diet orders are correct.
5. Load packed meals onto delivery truck and deliver to designated distribution site(s).
6. Unload packed meals and distribute to volunteer and Immediate Response Drivers, ensuring that all routes are picked up.
7. Provide delivery back-up for routes lacking volunteer coverage.
8. Deliver Immediate Response routes as needed.
9. Return to distribution site(s) at designated time to pick up hot & cold insulated containers from drivers.
10. Return hot & cold insulated containers to Meal Center and clean as needed.
11. Wash re-usable equipment when necessary and/or in the absence of regular dishwashers.
12. Fully fuel delivery vehicle in preparation for following day's deliveries.
13. Assist Food Services Manager by serving as a liaison with the Meal Center.
14. Perform other duties as assigned.

NECESSARY QUALIFICATIONS

1. Graduation from High School or GED.
2. Some delivery driving experience highly desirable.
3. Possession of a valid driver's license.
4. Clean DMV record.
5. Ability to utilize maps and follow written delivery route directions.

6. Ability to follow instructions and established procedures.
7. Clear written and oral communication skills.
8. Ability to lift & carry 35-40 pounds several times daily, often over the shoulder level
9. Ability to foster and maintain cooperative working relationships with Meals-on- Wheels staff, Meal Center staff and volunteers.

10. Ability to reconcile daily meal order count, including diet types, with meals picked up at the Central Kitchen.
11. Good organizational skills.
12. Ability to carry out duties with an attention to detail.
13. Ability to adhere to established time frames and pick-up/delivery schedules.
14. Perform other duties as assigned.

Note: This position is considered “NON-EXEMPT” by the Fair Labor Standards Act. This organization reserves the right to revise or change duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. Meals on Wheels San Diego County is an “at-will” employer. A criminal background check is required.

To apply, please email your resume with phone number to Larry Sasser at lsasser@meals-on-wheels.org