

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Temporary/Casual Nutrition Driver **Department:** Health and Human Services

Reports to: ADRC Manager

Pay Grade:

Date: January 1, 2018

Hours per Week: Up to 17 hours

PURPOSE OF POSITION

The purpose of this position is to provide Meal Site food transportation for the Aging and Disability Resource Center, a unit of Richland County Health & Human Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- ▶ Delivers prepared bulk food to the Meal Sites from the Richland Center meal site and returns pans.
- ▶ Plans route and delivers meals (between 10 and 15) to Home Delivered Meal recipients.
- ▶ Collects meal contributions and delivers receipts to the meal site.
- ▶ Schedules routine vehicle maintenance and arranges repairs. Keeps vehicle records including mileage. Performs routine vehicle checks and cleaning of the vehicle.
- ▶ Assists with serving and clean-up of meal sites as needed.
- ▶ Delivers correspondence and runs errands as requested. Delivers cash deposits to the bank for meal site contributions.
- ▶ Maintains client confidentiality.
- ▶ Receives and maintains Serving Safe Food certification.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School diploma or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Current WI driver's license and unlimited access to reliable transportation. Ability to operate a pickup truck and handicapped accessible van.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to follow a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure, and sort information. Ability to assemble copy, record, and translate data and information.
- Ability to utilize descriptive data and information, such as regulations, correspondence, and

general operating manuals.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.

Judgment and Situational Reasoning

- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgement frequently in routine situations.
- Ability to use functional reasoning in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to understand and report unusual circumstances to supervisor.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements.
- Ability to exert moderate effort in work, including stooping, kneeling and crouching. Ability to use fine motor skills to complete duties. Ability to lift and carry up to approximately 50#.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services including private residences and community buildings.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a low risk for disease or physical harm.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities **and** encourages both prospective and current employees to-discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

[Type here]