



## **Meals on Wheels Route Driver**

### **POSITION SUMMARY**

Copper Shores Meals on Wheels is looking for a reliable meal delivery driver who is concerned with customer care, satisfaction, and transporting food in a safe and timely manner. The meal delivery driver will pick up and drop off prepared food while adhering to assigned routes and time schedules. Drivers should be willing to work as part of the delivery team in order to ensure that the items are complete, packed correctly, and safely delivered to the correct client. Drivers are also responsible for doing a wellness check of each client. To succeed in this position, you should be thorough in ensuring orders are properly fulfilled, committed to work safety, and passionate about working with people in a team environment and serving elders.

### **GENERAL RESPONSIBILITIES**

- Deliver a route of meals, Monday-Friday, following established time schedules. (Approximately 16-20 hours per week).
- Review orders before and after delivery to ensure that all orders are complete per individual specifications.
- Maintain a log of mileage and daily meal totals, submitting required paperwork by posted deadlines.
- Meals are delivered daily, regardless of weather conditions. (Routes may be cancelled due to extreme weather conditions.)
- Maintain a friendly and engaging personality while working with seniors and fellow staff.
- Provide contact and wellness check of each senior on the established route.
- Provide excellent customer service, answer questions, and handle client concerns with compassion and care.
- Collect donations for delivered items, with all paperwork and donations returned to the main office.
- Provide and maintain proof of auto insurance.
- Abide by all transportation laws and maintain a clean and safe driving record.
- Attend trainings, meetings, and other related activities as they relate to the position or for professional growth and development.
- All other duties as assigned.

## **REQUIRED QUALIFICATIONS**

- Background check clearance.
- Clean driving record.
- Valid MI Driver's license, proof of car insurance, and reliable transportation.
- Ability to prioritize and organize tasks and manage time effectively.
- Available to deliver meals within designated routes. Willness to adhere to assigned routes, schedules, safety procedures and transportation laws.
- Available Monday – Friday approximately 10:00 am – 2:00 pm. Time commitment is dependent upon routes and number of meals delivered.
- Access and use of a cell phone.
- Ability to lift 25 pounds. Physical ability to climb stairs, walk to senior residences in a variety of weather conditions, enter and exit vehicle multiple times.

## **TYPICAL WORK SCHEDULE**

Monday through Friday, approximately 10:00 am – 2:00 pm.

## **POSITION CLASSIFICATION, WAGE SCALE, AND OTHER BENEFITS**

Part-Time, Non-Exempt position that pays \$15.00 per hour with mileage reimbursement at current IRS Rate. This position qualifies for paid time off.

## **APPLICATION PROCESS:**

### **Mail or email cover letter and resume to:**

Natasha Berg  
Human Resource Director/Compliance  
Copper Shores Community Health Foundation  
400 Quincy Street  
Hancock, Mi 49930  
nberg@coppershores.org

Application review will begin immediately and the position will remain posted until filled.

## **AT WILL DISCLAIMER**

It is the policy of Copper Shores that all employees who do not have a written contract with Copper Shores for a specific term of employment are employed at the will of Copper Shores for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

## **ORGANIZATION MISSION, VISION, AND GUIDING PRINCIPLES**

### **MISSION**

- To positively influence a healthful community through enhanced philanthropy and collaboration

### **VISION**

- To influence a shared vision (of a healthful community)
- To foster collaborations and partnerships
- and to build community capacity to shape outcomes

### **OUR VALUES**

- Integrity – We will be open, honest, and transparent in our administration and stewardship of the community assets entrusted to us.
- Commitment to the Community – We shall administer the Foundation in a way that is objective, responsible and focused on long-term sustainability and impact.
- Collaboration – We will work to bring perspective and experience together to fulfill our potential as we work as a broader group that represents the interests of the community we serve. This shall be done to ensure that we strive to identify, foster, and maintain partnership-relations as we work to improve the health of our community.
- Creative Solutions – We will work towards that which we aspire to be and will find creative, innovative, and sustainable solutions to the systemic challenges that face our community's overall condition of health.

### **SUCCESS FACTORS**

- People – We will employ, engage, develop, and retain high-caliber employees and Board Directors.
- Processes – We will work to ensure our administrative processes provide effective administration of the Foundation.
- Financial Performance – We recognize that we must achieve financial goals and investment returns in order to effectively and perpetually reinvest in our community.
- Communication – We will be transparent and honest in our promotion of the Foundation and efforts to engage our donor community and cultivate overall public support.
- Community – We recognize and acknowledge the vitally important role our community partners, donors, and various stakeholders play in making this a more vibrant and healthful community and our success is found in their success and support.

## **EQUAL OPPORTUNITY EMPLOYER DISCLOSURE**

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.