SFVIC NORTHEAST VALLEY MULTIPURPOSE SENIOR CENTER

JOB TITLE: HOMEBOUND DRIVER

SUMMARY OF DUTIES:

The Homebound Driver is responsible for delivering the appropriate meals to participants in the Meals to the Homebound program. Acts as courier of messages, client status and monetary donations between participants and Homebound Coordinator. Responsible to the Homebound Coordinator.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Helps to package the cold components of the meals to be delivered to the homebound participants.

2. Aware of and alert to the needs/ problems of the homebound participants and reports them to Homebound Coordinator.

3. Maintains clean and sanitary vehicles, cambros and igloos and any other authorized equipment.

4. Follows proper food handling, health and safety laws and guidelines.

5. Records beginning and ending temperatures of meals.

6. Tracks and reports mileage.

7. Attends all meetings and training sessions as required by Coordinator.

8. Turns in ALL donations to the Homebound Coordinator daily.

9. Maintains accurate records of meals served as well as undelivered meals.

10. Delivers meals to every client daily unless otherwise instructed.
HOMEBOUND DRIVER, CONTINUED

11. Reports all routing changes to Homebound Coordinator for corrections.

12. Performs all other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

1. Must have own transportation, proof of valid California Drivers License, and insurance.

2. Sensitive to the needs of the elderly.

3. Honest, loyal, flexible, and dependable.

4. Familiar with serving area and able to read maps and follow directions.

EDUCATIONAL REQUIREMENTS:

High School Diploma or equivalent preferred.
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JOB TITLE: CUSTODIAN

SUMMARY OF DUTIES:
Reports to the Dining Coordinator. The Custodian will keep the dining hall and kitchen clean, and help with set-up when needed.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:
1. Sweeps and mops dining area and kitchen.
2. Empties trash cans and fill with fresh liners.
3. Washes and sanitizes trash cans on a regular basis as needed.
5. Assists volunteers and staff to set-up necessary equipment for serving the hot noon meal.
6. Performs all other duties as assigned by the Dining Coordinator.

QUALIFICATIONS AND EXPERIENCE:
1. Ability to work with the elderly.
2. Flexibility in working with volunteers.
3. Cooperative in working with staff and volunteers.
4. Loyal, honest and dependable.
5. In good physical condition.

EDUCATIONAL REQUIREMENTS:
High School Graduate/equivalent preferred.