

SENIOR TRANSPORTATION DRIVER

Department: <u>Leisure Services</u>	Classification/Grade: <u>Part Time (30hours)</u>
Division: <u>Senior Services</u>	FLSA Status: <u>Non-Exempt</u>
Reports to: <u>Leisure Services</u> <u>Superintendent</u>	Date Approved: <u>July 2011</u>

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under the direction of the Leisure Services Superintendent and others in charge, is responsible for packaging the meals, set up of delivery truck and the delivery of homebound meals.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Provide homebound meal delivery to seniors 60 years of age and older who are disabled.
3. Report meal counts daily and keep homebound route information updated daily.
4. Collect homebound donations.
5. Maintain temperature of meals and safety inspections records.
6. Fuel and clean vehicle as needed.
7. Assist in the implementation of programs as necessary.
8. Assist in setup, and/or cleanup of Senior Center when needed
9. Be dependable and meet acceptable attendance requirements at all times.
10. Follow all applicable traffic and vehicular safety rules and regulations.
11. Positive attitude, polite and professional

OTHER JOB FUNCTIONS:

- A. Maintain confidentiality of clients served.
- B. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Safe driving practices.
- Traffic and vehicular laws in the State of Nevada and Utah.
- City streets.
- Basic first aid and safety practices.
- Safety procedures as they relate to maintaining vehicles.

Ability to:

- Read maps and locate addresses.

