



Driver Meals

JOB PURPOSE

The 30th Street Senior Center is San Francisco's largest multipurpose senior center, with eight programs serving more than 6,000 seniors per year. We offer multiple programs for active seniors to carry out our mission to help seniors remain healthy, independent, and in their communities.

Driver Meals is responsible for the loading, transportation and delivery of all food and non-food supplies for the Nutrition Program as outlined in the Agency contract with the Commission on Aging.

ROLES AND RESPONSIBILITIES

	Essential Function
• Demonstrates knowledge of established departmental policies and procedures, objectives and quality assurance program and safety as well as the Department of Public Health standards on a consistent basis	X
• Assures that all food and nonfood items in the amount specified on the daily delivery slip are loaded and delivered to each meal site and to each home delivered meal recipient according to the established Nutrition Program policies and procedures in a timely manner and a consistent basis.	X
• Observes all established delivery procedures and maintain cold food at or below 40 ° Fahrenheit for nutrition site delivers and home delivered meals on a consistent basis.	X
• Adheres to established donation box policy and procedures for congregate and HDM program on a consistent basis.	X
• Reports any changes in HDM's clients' health or living situation to Social Services Coordinator immediately.	X
• Maintains cleanliness of the interior and exterior of Nutrition Program vehicles, complete daily vehicle checklist and reports problems to the Food Service Coordinator in a timely manner. Reports any accidental damage done to the vehicle immediately.	X
• Delivers reports and other correspondence to and from Nutrition mal site to Central Kitchen to the appropriate staff member on a daily basis.	X
• Attends the monthly driver meeting on a consistent basis.	X
• Participates as food service team member in a daily cleaning schedule and the observance of public health standards on a consistent basis.	X
• Adheres strictly to safe driving practices at all times, in the event of an accident, follows accident reporting procedures.	X
• Assists the kitchen in the packaging of the food when determined necessary by the Head Cook.	X
• Participates actively in the daily menu meeting by suggesting ways to improve the department	X
• Performs other related duties and responsibilities as required	

Supervisory Responsibility

Direct Resources
Managed

Indirect Resources
Managed

Core Values

Every member of our community must demonstrate and promote a commitment to On Lok's core values and the On Lok Healthcare Hospitality G.R.E.A.T. Practices for 5-Star customer service.

Compassion

We care for each other, our partners and the people we serve. We act with empathy, kindness and a desire to help.

Excellence

We set high standards and we strive to be the best we can be in everything we do. This takes integrity, quality, innovation, collaboration, skills and learning.

Resourcefulness

We steward resources in an effective and responsible way. We think creatively to solve problems and innovate.

Inclusivity

We create an environment of collaboration and respect the voices, experiences and interests of diverse cultures and society groups. Sense of belonging and dignity are experienced by all.

Healthcare Hospitality G.R.E.A.T. Practices for 5-Star Customer Service

G - Greet
R - Respect
E - Experience
A - Assist
T - Thank

REQUIRED QUALIFICATIONS

Education

Education Level	Education Details	
H.S. Diploma	High School diploma	Or
H.S. Diploma	High School diploma equivalent	

Knowledge, Skills and Abilities

KSAs

- Ability to follow oral and written instructions and established procedures
- Ability to read maps

Licenses and Certifications

Enter Licenses/Certifications	Licenses/Certification Details	Time Frame
Non Clinical\DL NUMBER - Driver License, Valid and in State	Valid California drivers license and maintain safe record	Upon Hire

PREFERRED QUALIFICATIONS

Work Experience

Experience	Experience Details
Minimum of one year	Previous food service experience preferred

The above statements are intended to describe the general nature of work performed. They are not considered as an exhaustive list of all job tasks performed. On Lok reserves the right to change job descriptions, work hours or work sites as required by the program.

Knowledge, Skills and Abilities

KSAs

- Bilingual (English/Spanish or English/Cantonese) preferred

FUNCTIONAL REQUIREMENTS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Lifting Requirements

Frequency	Weight	Mechanical Support Required?
Frequently	50 lbs.	