

CLM Community Action Agency

Job Title	Meal Deliverer
Reports to	Head Cook

Job Purpose

Assist cook and assistant cook implementing the nutrition program with packaging of HDM's including frozens, bags, and thermal packs. Delivering nutritious, healthy meals to homebound eligible clients within a specified area, collecting and safekeeping of donations per policy. This position maintains and updates client records in accordance with program standards.

Duties and Responsibilities

- Packaging and loading of HDM's.
- Delivery of meals to eligible participants within specified area.
- Maintenance of necessary records including client names, addresses, etc.
- Collection and safekeeping of HDM project donations.
- Exemplify professionalism and project a positive attitude when communicating with staff, Clients and the general public.
- Must be able to establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- Must be able to work flexible hours and travel on occasion.
- Attend and participate in staff meetings, workshops and training sessions.
- Performs other duties or special projects as required.

Integrity

- Ensure confidentiality of clients, agency and co-workers
- Understand and promote the goals and philosophy of CLMCAA.
- Become familiar with CLM CAA's Employee Handbook and follow policies outlined therein.
- Has general knowledge of and adheres to the Agency's mission statement.
- Adhere to CLM CAA policies and procedures.
- Represent CLM CAA, its policies and point of view while interacting with other agencies and individuals.
- Works the number of hours designated in personnel action, reports absences to immediate supervisor at least one hour prior to scheduled time to report.
- Reports to work area ready to begin work at the assigned time.

Required Qualifications

High School diploma or GED.

ServSafe Certification.

18 years or older.

Will be required to pass criminal history check.

Must have valid Michigan driver's license, an acceptable driving record and reliable transportation.

CLM Community Action Agency

Equal Employment Opportunity Statement

CLM Community Action Agency provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

Employee Acknowledgement

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus. Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts. Odors related to cleaning and disinfection may be strong at times. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Offers of employment are conditional pending Comprehensive Criminal Background Check which meets program requirements. I have received a copy of my job description and understand the duties and responsibilities listed wherein. I agree to abide by all rules stated in the CLM CAA Employee Handbook, regarding conduct and working conditions not described in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director Signature: _____ Date: _____