



JOB DESCRIPTION

TITLE: PMP DRIVER
HOURS: 25 HOURS PER WEEK - NON-EXEMPT POSITION
SUPERVISOR: DIRECTOR OF OPERATIONS

SUMMARY STATEMENT OF POSITION:

The HDM Driver is responsible for the timely and accurate delivery of meal packages and associated paperwork to designated Community-Based Organizations (CBOs), as part of the Meals on Wheels PMP Program. The role includes pre-loading vehicles, delivering and retrieving meal packs, collecting client documentation, and ensuring proper return and handoff of materials to the main office.

REGULAR TASKS:

- Transport frozen and shelf-stable meal packs using the organization's van to multiple CBO locations according to a set schedule.
- Deliver insulated coolers, milk crates, and a designated paperwork envelope (including sign-in sheets and intake forms) to each site.
- Ensure delivery accuracy by verifying quantities and paperwork for each distribution point.
- Return to each CBO after distribution to collect empty coolers and milk crates as well as completed paperwork envelope containing sign-in sheets and any new client intake forms.
- Return all items to the Meals on Wheels facility, ensuring coolers and crates are placed in designated areas for cleaning and paperwork envelopes are placed in the designated administrative mailbox

MINIMUM QUALIFICATIONS :

- Valid driver's license and personal automobile available at all times.
- Ability and willingness to drive if needed, in particular in foul weather.
- Must be available to work a minimum of two holidays.
- High School diploma or equivalent plus 2 years' experience.

EXPERIENCE AND SKILLS REQUIRED:

- Attention to detail
- Strong organizational skills.
- Manage multiple priorities simultaneously in a fast-paced environment
- Self-motivation, creativity and flexibility.