

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Temporary/Casual Nutrition Driver **Department:** Health and Human Services

Reports to: Public Health Manager

Pay Grade: 7 & A

Date: January 1, 2018

Hours Per Week: Determined by Management
(Not to Exceed 17 hours per week)

PURPOSE OF POSITION

The purpose of this position is to provide Richland Center and Rockbridge Meal Sites passenger and food transportation for the Public Health Unit of Richland County Health & Human Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Delivers prepared bulk food to the Richland Center and Rockbridge Meal Sites from the kitchen at UW – Richland and return pans.
- Plans route and deliver meals (between 10 and 15) to shut-ins.
- Transports meal site participants to and from site. Collects transportation donations and delivers receipts to the meal site. Assists clients with getting to and from the van as needed.
- Schedules routine truck and van maintenance and arranges repairs. Keeps vehicle records. Performs routine vehicle checks and cleaning of the vehicle.
- Keeps mileage and passenger logs.
- Delivers correspondence and runs errands as requested.
- Maintains client confidentiality.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High School diploma or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Current WI driver's license and unlimited access to reliable transportation. Ability to operate a pickup truck and handicapped accessible van.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to follow a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure, and sort information. Ability to assemble copy, record, and translate data and information.

- Ability to utilize descriptive data and information, such as regulations, correspondence, and general operating manuals.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.

Judgment and Situational Reasoning

- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgement frequently in routine situations.
- Ability to use functional reasoning in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to understand and report unusual circumstances to supervisor.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements.
- Ability to exert moderate effort in work, including stooping, kneeling and crouching. Ability to handle, finger and feel. Ability to lift and carry up to approximately 50#.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services including private residences and community buildings.
- Ability to assist frail/elderly consumers in and out of vehicles,
- Ability to operate motor vehicles including pickup truck and a handicapped accessible van.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a low risk for disease or physical harm.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date