



TOWN OF GUADALUPE SENIOR PROGRAMS DRIVER (PART TIME)

BACKGROUND

The Town of Guadalupe is seeking a friendly, reliable, and conscientious individual for a part-time **Senior Programs Driver position**. This is a rewarding opportunity for someone to have a direct impact serving Guadalupe's elder community.

JOB OBJECTIVES

Under the direction of the Senior Center Director and Senior Programs Manager, the Driver is responsible for transporting eligible elderly Senior Center participants to and from a number of predetermined locations at set times in a Town vehicle. Designated destinations include: the Guadalupe Senior Center, field trips, medical and social service appointments. In addition, the Driver delivers meals to home-bound clients participating in the Home Delivered Meals Program. Schedules and instructions are provided verbally and in writing daily.

PRIMARY DUTIES AND RESPONSIBILITIES

Primary duties and responsibilities include:

- Transporting participants of the congregate meal program to and from the Senior Center.
- Transporting Seniors to field trips, medical, and social service appointments, local grocery and department stores, and banks.
- Receiving and transporting food and supplies from local foodbanks to the Senior Center.
- Assisting passengers in boarding and disembarking vehicle.
- Assisting the Senior Programs Cook with packaging HDM meals and any necessary tasks in the kitchen relating to the HDM program.
- Cleaning and sanitizing dining room tables and mopping dining room after the day's meal.
- Delivering meals that are neat, clean, and at the proper temperature to home-bound Senior Center participants.
- Ensuring the HDM vehicle remains clean and sanitized at all times, as well as arranging for car washes and maintenance of the vehicle.
- Reporting route changes, or any unusual circumstances to supervisors.
- Keeping accurate transportation logs and submitting timely reports.
- Maintaining appropriate transportation mileage log, accurately completing route sheet and HDM paperwork, and submitting timely reports to supervisors.
- Performing other miscellaneous errands, as necessary.
- Checking the HDM vehicle out each morning and back in each afternoon of all working days.
- Must have experience in procedures of observation, reporting and assisting elderly clients.
- Must be flexible in availability and time commitment.

SUPERVISION RECEIVED AND EXERCISED

The Driver position reports to the Senior Center Director and Senior Programs Manager. This position does not exercise supervision of other staff.

QUALIFICATIONS

Minimum Requirements:

- Must be at least 21 years of age.
- Must possess a valid Driver's License; Class 4 "Chauffeur's License" or Commercial Driver's License (CDL) preferred.
- Must have an excellent driving record.
- Must be in good physical condition.
- Ability to speak Spanish and English required; Yaqui language skills also preferred.
- Must have and maintain current CPR and first aid training certification (or receive within 90 days of employment).
- Maricopa County Health Department Food Handlers Permit required for employment.

Required Knowledge:

- Must have a good knowledge of the Town of Guadalupe and the Phoenix Metro Area.
- Must have knowledge of the Federal Food Code to ensure all meals are handled properly.
- Must have knowledge and understanding of the challenges and special needs of older adults and community resources available to assist them.

Experience:

- Prior experience working with older adults is preferred.
- Any combination of training, education and experience that demonstrates potential ability to perform the duties of the position will be considered.

Skills/Abilities:

- Ability to drive a large capacity passenger vehicle.
- Skill in working effectively and with tact and patience with Senior Center participants, other employees and the general public.
- Ability to follow oral and written instructions.
- Ability to handle all physical requirements of the job.
- Ability to speak English and Spanish fluently (and Yaqui preferred).
- Ability to address and maintain the safety of passengers and self.
- Ability to work relatively independently.
- Must have experience in procedures of observation, reporting and assisting elderly clients.
- **This position requires use of Town vehicles on Town business. Individuals must be physically capable of operating vehicles safely, must possess a valid driver's license and maintain a good driving record.**

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THE POSITION

Repetitive Movement: Requires physical ability to make repetitive movements of climbing, lifting, and assisting program participants and passengers. This position also requires lifting of boxes containing food and supplies, movement of tables and chairs in preparation for activities and events, and the ability to set up and take down equipment for events and activities. Also, repetitive movements of standing and sitting (often sitting at prolonged periods of time) at irregular frequency.

Communication: Requirement: Ability to effectively communicate in English and Spanish both spoken and in writing. Yaqui language skills also preferred.

Hearing: Able to hear and understand basic conversations, receive direction, or understand the spoken word at normal levels of hearing.

Visual Abilities: Average, ordinary visual acuity necessary to prepare and inspect written documents or work products, and properly operate machinery and vehicles.

Physical Strength: Active work – standing much of the time, lifting or assisting passengers into and out of transportation, and lifting food and supplies as needed. Exert up to 50 lbs. of force regularly. Driving requires the ability to sit for prolonged periods of time, and repetitive standing and sitting action.

PRE-EMPLOYMENT REQUIREMENT

Due to the safety sensitive nature of this position, candidates must successfully pass a pre-employment drug screening prior to start date.

FLSA DESIGNATION: Hourly/Non-exempt

CLASSIFICATION: Part time (20 hours/week)

PAY RANGE: \$15.50 per hour

This position will remain open until filled.

APPLICATION PROCESS

If you meet the minimum requirements, submit a completed Town of Guadalupe employment application, which can be supplemented with a resume and cover letter if desired. Applications are available at: www.guadalupeaz.org/employment. Incomplete applications will not be considered. Candidates are responsible for verifying receipt of materials. Submit completed application by email to employment@guadalupeaz.org or in-person at Guadalupe Town Hall, 9241 S Avenida del Yaqui, Guadalupe AZ 85283.