## **NICAA Golden Meals**

## **Home Delivered Meal Driver Job Description**

## The Driver Shall:

- 1. Deliver meals daily to home-delivered meal clients
- 2. Report any suspicious change in clients condition to the main office
- 3. Maintain accurate delivery records
- 4. Turn monthly reports in by the 2<sup>nd</sup> working day of each month
- 5. Inform the office of any route changes
- 6. Inform the office of client cancellations if report to you by the client
- 7. Keep all HDM carriers clean
- 8. Keep vehicles clean
- 9. Have a valid driver's license
- 10. Have valid Illinois automobile insurance

## **Skills and Qualifications:**

- 1. Must have a neat, clean appearance
- 2. Must be organized
- 3. Must be able to follow written and oral instructions
- 4. Must enjoy working with people and be sensitive to the needs of the elderly

For more information, call Diane at 815-232-8896 or stop in at Golden Meals, 524 W Stephenson, Freeport, IL 61032.

NICAA Golden Meals is an Equal Opportunity Employer