

Meals on Wheels

Transportation Driver

This position is under the direction of the Lava Hot Springs On-Site Coordinator and is under the supervision of the Kitchen Coordinator. This person is responsible for food preparation as specified under the Title III policies and is responsible for the following:

Food Preparation

- Assist the cook in the preparation of food
- Wash prep dishes
- Defrost freezers as needed
- Assis with inventory as directed
- Responsible for the quantity of food prepared for each Title III meal
- Responsible for putting together Title III Meals
- Use proper sanitation and safety procedures
- Responsible for properly storing Title III meals in containers that keep food hot or cold during transportation
- Record temperature of food - last meal delivered
- Keep the storeroom clean
- Responsible for washing dishes after returning from delivering meals
- Follow the directions of the Kitchen Coordinator
- All other duties as designated by the Site Director
I.E. Clean bathrooms Monday/Friday
- Acquire and maintain a Food Handler Certificate

Participant Notification

- Make every effort to notify- call or text participant or caregiver if deliveries will not be made due to weather or other closure of the center

Transportation

- Report mileage to Director
- Responsible for reliable transportation and insurance
- Responsible for getting Title III meals to the homebound in a timely manner