



Job Title	Seasonal Driver, Traveling Meals
Department	Public Health Department
Employment Status	Part-time - Seasonal
FLSA Status	Exempt
Classification	Schedule C

Scope of Work

Under the general supervision of the Traveling Meals Coordinator, the Seasonal Driver Traveling Meals packages, labels, and delivers meals in accordance with Article X of the state sanitary code.

Supervision

Received	Traveling Meals Coordinator
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Pack and label meal packages
- Drive to locations to deliver meals
- Deliver meals to respective location/party

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

To be considered for the position, applicants must have at least:

- A valid Massachusetts driving license with a clean driving record and be at least 18 years of age.
- Knowledge of Needham roads and neighborhoods.
- Reliable automobile with an up-to-date insurance policy.
- Maintain vehicle trip/mileage logs (Eligible for Mileage Reimbursement).
- A high school diploma or GED or above.
- Ability to communicate reliably and effectively with Needham residents and town staff.
- A CORI check is required.

- Heavy lifting is required (i.e. coolers).

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer