



## **JOB DESCRIPTION**

### **Lunch Delivery Driver**

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**Organization:** J-Sei, Inc.

**Location:** Start/end in Emeryville; deliveries in Alameda County and/or Contra Costa County

#### **EMPLOYMENT OVERVIEW**

- **Status:** Part-time, non-exempt, up to 15 hours per week
- **Salary:** \$23.80/hour
- **Benefits:** Mileage reimbursement, paid sick leave, and holiday pay
- **Reports To:** Volunteer & Nutrition Assistant and Senior Nutrition Program Manager
- **Schedule:** Monday–Friday (except observed holidays), 10:30 am – 1:30 pm

#### **INTRODUCTION**

Join a wonderful community of amazing people working to help keep seniors in the area well-nourished. J-Sei seeks a food delivery driver to support our home-delivered meal program. This is a part-time position that requires a reliable and friendly person to work independently under general supervision and within a team to deliver meals to the homes of individual seniors. It requires the ability to operate the driver's own car safely and efficiently and to warmly interact with older adults.

#### **RESPONSIBILITIES**

1. Efficiently and safely follow an assigned route and detailed custom directions for clients as indicated
2. Timely and safe delivery of lunches, notices, and groceries to seniors' residences in Alameda County and/or Contra Costa County. This may include 1-3 flights of stairs, steep driveways, and/or uneven terrain
3. Think independently and improvise appropriately in unexpected situations
4. Practice safe food handling practices and conduct temperature checks upon request (training provided)
5. Greet seniors upon delivery

6. Communicate effectively with staff about the senior's condition or changes in meal requests
7. Conduct a brief written quarterly assessment for clients (training provided)
8. Return contributions, donations, and messages (oral or written) from seniors to the supervisor
9. May assist with transporting clients if needed
10. Additional duties as assigned by the position's supervisor, including cleaning coolers and maintaining hot & cold packs

### **SKILLS & QUALIFICATIONS**

- **Experience:**
  - Previous experience working with seniors is preferred
- **Professional Qualities:**
  - Commitment to J-Sei's mission, programs, and senior participants
  - Effective verbal communication skills
  - Outstanding record of attendance and punctuality

### **ESSENTIAL REQUIREMENTS**

- **Logistics:**
  - Must provide own car and show proof of insurance
  - Excellent driving record with a valid California Driver's License
- **Physical Demands:**
  - Ability to lift up to 20 lbs, and navigate 1-3 flights of stairs, steep driveways, and/or uneven terrain
- **Legal/Safety:**
  - At least 21 years of age for insurance purposes
  - Clearance of criminal background check
  - Successful completion of first aid and CPR training provided by J-Sei
  - Agree to follow all J-Sei and public health-related safety protocols

### **HOW TO APPLY:**

Please email your cover letter and resume to Sianne Susbilla at [sianne@j-sei.org](mailto:sianne@j-sei.org). Applications will be accepted until the position is filled.