



Homebound Staff Driver

Reports to: Program Manager

Position Classification: Non-Exempt; Part Time; Hourly

Position Summary: Meals On Wheels of Tampa (MOWT) Homebound Staff Driver will be on call Monday – Friday to deliver meals to homebound recipients when volunteer drivers are not available.

Position Skills & Qualifications:

Must be available (to drive or on call) 9:30AM – 2:00PM weekdays

Must have and be willing to use personal vehicle

- Mileage expense reimbursed at standard IRS business mileage rate

Must maintain a valid Driver's License, a clean driving record, and proof of auto insurance

Duties and Responsibilities:

- Deliver hot and frozen meals to homebound clientele Monday – Friday, using Delivery App.
- Ensure meal and side count is correct in accordance with packing sheets.
- Maintain correct temperatures for food items by keeping food in separate containers provided.
- Performing a simple safety/well-being check on each recipient and report anything concerning.
- Report any client who is not home or unavailable for delivery to the MOW office before leaving clientele home and moving on to next delivery.
- Check in when last assigned delivery, head back to the office for further instructions or route assignments
- Travel to pick up sites to check for undelivered coolers and hot bags, report the status to volunteer team and deliver additional routes as necessary.
- Greet meal delivery volunteers at assigned meal distribution site, when assigned.
- Obtain confirmation signatures as required for specific clients.
- NEVER LEAVE FOOD UNATTENDED.
- Always represent MOW within the community in a courteous, professional, and kind manner.
- Be a positive team member for MOW and actively participate in MOW functions.
- Other duties as assigned by Program Manager or volunteer team.