



Position Description: Home-Delivered Meals Driver

The Home-Delivered Meals Driver transports and delivers congregate meals to home-based participants in Wicomico County.

This position reports directly to MAC's Congregate and Home Delivered Meals Manager.

This is a Contractual position to fill in Monday – Thursday, \$15.00 per hour.

Essential Functions:

- Pack coolers/bags according to route sheets as needed.
- Deliver meals and provide wellness checks for assigned clients.
- Help identify clients who need additional services, and work with other staff to identify resources to meet client needs.
- Report change in conditions to supervisor or designated staff member.
- Distribute envelopes, program handouts, menus, and informational flyers as instructed.

Qualifications:

- High school diploma or equivalent required.
- Excellent verbal communication skills.
- Excellent interpersonal and customer service skills.
- Basic understanding of administrative and clerical procedures and systems.
- Proficient with Microsoft Office Suite or related software.

Physical Requirements:

- Physical ability to lift and carry bags and coolers, up to 30 lbs., and climb stairs.

Other Requirements:

- Successfully complete a criminal background check prior to employment.
- Valid driver's license.

Please forward application to:

MAC Inc.
909 Progress Circle
Salisbury MD 21804
Attn: Joe Ferraro

[MAC Inc.'s application may be found on the website:

[www.macinc.org/about/employment-opportunities/.](http://www.macinc.org/about/employment-opportunities/)]

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