

LEAVENWORTH COUNTY JOB OPENING

VACANCY #26-7-1

Posted 7-6-26

POSITION: Nutrition Driver I/OC

SALARY: \$20.49/hour

County Employees Only: May apply at the Human Resources Department, 1st Floor, Suite 104, in the County Courthouse.

General Public: May apply at the Leavenworth Workforce Center, 1901 Spruce Street, Leavenworth, Kansas or EMAIL applications to hr@leavenworthcounty.gov or fax the application to (913) 684-1028. Application may be found on the Leavenworth County website at www.leavenworthcounty.gov under *Departments / Human Resources / Apply Here*

This position closes when filled

LEAVENWORTH COUNTY JOB DESCRIPTION

POSITION: Nutrition Driver - IOC
DEPARTMENT: Council on Aging
PAY LEVEL: Level A Step 8
SALARY: \$20.49 per hour
EXEMPT/NON-EXEMPT: Non-Exempt
SUPERVISOR: Nutrition Coordinator
SUPERVISES: No

% OF TIME

90%
5%
5%

ACCOUNTABILITIES

Delivers Meals on Wheels
Maintains the cleanliness of the vehicles
All other duties as assigned

SCOPE OF WORK:

This is an intermittent on-call position (not to exceed 1,000 hours per year). Under the general supervision of the Nutrition Coordinator, delivers meals to the homebound seniors in Leavenworth County.

KNOWLEDGE AND SKILLS:

1. Understands and follows oral and written instructions.
2. Establishes and maintains effective collaborative working relationships with co-workers.
3. Possesses a valid Kansas Driver's License with an excellent driving record.
4. Possesses working knowledge of city and county roads.
5. Possesses knowledge of traffic and safety rules.
6. Writes legibly and communicates clearly.
7. Uses a two-way radio.
8. Remains calm and properly operates the vehicle under a variety of road and weather conditions.
9. Accurately completes a maintenance log.

HUMAN RELATIONS:

1. Serves as the face of the department, offering friendly service and conversation to participants receiving Meals on Wheels.
2. Communicates effectively, verbally and in writing with clients and co-workers.
3. Establishes and maintains effective working relationships with clients, other agencies and or departments, supervisors, and co-workers.
4. Maintains a friendly, professional working attitude while representing the agency.

ILLUSTRATIVE TASKS:

1. Delivers Meals on Wheels to homes in Leavenworth County.
2. Notifies the Nutrition department by phone or radio in the event a homebound client is not home for their meal delivery so the established procedure can be enacted.
3. Serves as a mandatory reporter for MOW clients and relays any suspected abuse/neglect to Supervisor.
4. Maintains the assigned vehicle daily in accordance with the Council on Aging's procedures, i.e. cleaning vehicle, filling gas tank, check oil, etc.
5. Records mileage and gas consumption.
6. Uses appropriate radio procedures.

ENVIRONMENTAL DEMANDS:

Work is performed primarily outdoors transporting meals with exposure to all weather conditions.

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- Possess and maintain a valid driver's license.
- Have the ability to obtain certification in AED and CPR.
- Must be able to pass pre-employment KBI background check.

ADA/PHYSICAL DEMANDS:

Vision	Adequate vision to be able to drive and read nutrition route sheets and transportation schedule.
Hearing	Adequate for normal conversation with co-workers, supervisor and the general public.
Speech	Must be able to speak and understand English language clearly to provide detailed information by telephone and in person.
Standing	10% of the time.
Walking	40% of the time – when delivering meals from vehicle to door.
Sitting	50% of the time – when driving vehicle.
Lifting/Carrying	25 pounds
Pushing/Pulling	Adequate for normal day to day job tasks.
Climbing/Balancing	Required when negotiating stairs, retrieving supplies, walking.
Pushing/Pulling	Adequate for normal day to day job tasks.
Stooping/Kneeling	Required on most tasks.
Reaching/Handling	Required on most tasks.

I have read the job description and understand the content.

Signature

Date

LEAVENWORTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER