

Voluntary Action Center
Job Opportunity

Position: Delivery Driver (PT)

Reports To: Food Services Manager

Location/Department: Sycamore / Nutrition

Schedule: 20-25 hours / week. Schedule is roughly 8:00 a.m. to 1:00 p.m. Must be flexible.

Responsibilities: On their assigned day, the Delivery Driver delivers meals to various clients, including area daycares, on their assigned route. Main tasks include, but are not limited to:

- Loads prepared meals and equipment into vehicle according to established procedures
- Delivers meals to clients' places of business according to predetermined route structure
- Collects and returns equipment to central location(s)
- Notify appropriate staff of any problems or client needs
- Notify appropriate staff in advance if unable to deliver on assigned day
- Advises supervisor of client delivery records, noting any location and schedule changes observed during delivery and serving, if appropriate
- Mandatory reporter for elder abuse and/or neglect under the IL Adult Protective Services Act
- Other duties as assigned

Education, Licensing, Certifications, Physical Requirements:

- Must be at least 21 years or older, clean driving record
- Must have a valid Illinois Driver's License, or ability to acquire by date of hire
- Must pass background check and pre-employment physical
- High school diploma or equivalent

Knowledge, Skills, and Abilities Required:

- Excellent verbal and written communication skills
- Excellent customer service and interpersonal skills
- Must demonstrate good judgment and solid problem solving skills
- Ability to be approachable and professional
- Ability to handle multiple tasks, be self-motivated, and well organized
- Ability to learn MOW routes and schedules and adapt to changes

Application Deadline / Tentative Process Schedule: Interested individuals should submit a VAC employment application via traditional mail or e-mail to: Paul LaLonde, Assistant Executive Director, HR@vacdk.com.