

# Upper Cumberland Human Resource Agency

## Job Description

### Home Delivered Meals Aide

**Classification:** Non-Exempt  
**Department:** Field Operations/Nutrition  
**Reports to:** Nutrition Site Manager  
**Salary Grade:** H  
**Job Group:** 8  
**Census Code:** 4160  
**2010 SOC Code:** 35-9099  
**Employment:** At Will

#### **MAJOR DUTIES AND RESPONSIBILITIES**

- Assists in the preparation of home delivered meals.
- Performs daily delivery of meals to home-bound participants as instructed by the County Coordinator.
- Assists in the preparation of food and supply orders so that required items are on hand when needed.
- Assists in the maintenance of equipment necessary for the preparation and delivery of meals, cleaning of site and kitchen as directed by the County Coordinator.
- Prepares reports for the Central Office on the number of home delivered meals served and to whom, as directed by the County Coordinator
- Performs home visits to clients when necessary and collects data for nutrition needs assessments on clients when directed by the County Coordinator.
- Recruits volunteers to assist in the preparation and delivery of home delivered meals.
- Delivers meals in an orderly and timely manner (always showing a warm and friendly personality) while keeping one's self clean, neat, and well-groomed.
- Participate in all training when required by UCHRA.
- Other duties as assigned.

#### **SKILLS/QUALIFICATIONS**

- Experienced in food preparation and service.
- Ability to comprehend written and oral communications.
- Ability to assume responsibility.
- Dependable work record.
- Have transportation and willing to use it in performance of job duties.
- Have liability insurance to at least the State minimum coverage.

#### **ESSENTIAL FUNCTIONS**

- Good verbal and written communication skills.
- Detail oriented.
- May be required to sit for prolonged periods of time.
- Ability to multitask.
- Function and complete job duties within an office environment.
- Pass a background check for employment.

#### **Americans with Disability Specifications**

##### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

### **General Sign Off:**

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_