



Job Description

Job Title	Senior Center Driver	Department	Senior Center
Reports to	Senior Center Director	Salary Level	V
Classification	Non-Exempt	Revision Date	02.22.16

I. General Description

This position is responsible for providing safe transportation and passenger assistance for seniors and delivering home meals.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Transport clients to and from the Senior Center for congregate meals and senior activities, to medical appointments and shopping on schedule bus runs.
2. Provide passenger assistance to clients needing assistance.
3. Work with Senior Center to ensure that home meals are delivered.
4. Provide assistance to the cook by helping in the kitchen as needed.
5. Responsible for maintaining a clean and safe and secure vehicle.
6. Maintain frequent telephone contact with the Senior Center during the day. Work with the Senior Center to ensure rides are being delivered in a swift and courteous manner.
7. Keep daily, accurate logs of transportation participants.
8. Collect donations and turns in cash daily to supervisor.
9. On request, pick up necessary items for the Senior Center.
10. Responsible for pickup and delivery of mail from post office to City Hall for distribution to other departments.
11. Responsible for the security of vans.

IV. Knowledge, Skills and Abilities

Knowledge, Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Must have good driving skills and be willing and able to help load and unload passengers in a safe manner.
2. Fill out logs and complete reports as necessary for the job.
3. Communicate effectively both orally and in writing.
4. Knowledge of Yupik language preferred but not necessary.



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5. Interact with the public in a courteous, helpful and professional manner.
6. Work with co-workers, outside agencies, and vendors in a professional manner.

V. Work Environment and Physical Effort

The employee has a moderately strenuous job. The employee must sit for long periods and requires intense concentration, particularly in poor driving conditions. The employee must work in all different weather conditions including extreme cold and extreme heat. The employee must frequently lift and/or move up to 50 pounds.

VI. Education and/or Experience

1. Minimum of five years of driving experience.
2. Experience working with the general public

VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification.
2. Alaska Driver License.
3. Lifting technique training is desirable.

VIII. Supervisory Responsibility

None

IX. Scope of Employment

Regular, part-time, non-exempt position 9:00 a.m. – 3:00 p.m. with some flexibility for special events.

X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee:

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	_____	_____

City Manager:	_____	_____
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