

2177 Asheville Rd.  
Waynesville, NC 28786  
828-452-1447



154B Medical Park Loop  
Sylva, NC 28779  
828-586-2345

## JOB DESCRIPTION

Effective Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Job Title:** Food Delivery Driver

**Department:** Healthy Opportunities Pilot

**Supervisor:** HOP Coordinator

**FSLA Status:** Non-Exempt

**Position Status:** Part Time/Temporary

### Position Summary: (Primary Function)

Under the supervision of the HOP Coordinator, this position works one-on-one with families in the HOP Program to ensure that services are delivered in a timely manner. This position will work primarily in food service, housing needs and occasionally transportation.

**Essential Functions:** (Essential Functions: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodations or other reasons.)

- Possesses knowledge of HOP to ensure the delivery of quality services.
- Assist with delivery of food. Must be comfortable delivering to homes of clients.
- Be proactive with families.
- Individualized approaches to working with families based on culture, values, unique needs, etc.
- Cooperate with all departments within Mountain Projects Inc to provide services to families within the community.
- Must be able to lift up to 40 lbs.
- Must be willing to assist with home needs.
- Communicate with families and follow up in a timely manner.
- Must be a self-starter and have the ability to work independently.
- Build relationships with clients as well as TEAM members.
- Build relationships with community resources and partners.
- Adheres to Mountain Projects Inc. policy and procedures including monitoring cell phone usage.
- Participates in ongoing in-service and educational development opportunities provided by the agency.  
Participates in community activities with Mountain Projects Staff.
- Help with meal preparation and delivery when needed.
- Report to supervisor immediately any suspicion of waste, fraud, abuse of any program property. Supplies. Etc.
- Any other job-related assignments that may require or be deemed advisable by supervisor.

### 1. Qualifications:

- High School Diploma or GED
- Clean Driving and background record

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## **2. Knowledge, Skills, and Abilities:**

- Able to work with diverse populations
- Strong written and oral communication skills
- Ability to follow driving directions and navigate back roads

## **3. Performance/Success Factors:**

- Be punctual to work and other related functions.
- Perform well in a team environment.
- Complete work in a timely, accurate, and thorough manner.
- Ability to prioritize daily tasks and events.
- Perform routine duties with minimal supervision.
- Strive for excellence in all tasks and duties and foster an attitude of “exceeding guest expectations.”
- Able to work independently but operate within company policy guidelines using independent judgment.
- Local and out-of-town travel may be required.

## **4. Working Conditions:**

- Light to moderate physical activity performing non-strenuous administrative work.
- Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation with quiet to moderate noise.
- Physical demands: able to lift up to 35 pounds, manual dexterity sufficient to reach/handle items.
- Works with fingers and perceives attributes of objects and materials.
- Climb, balance, stoop, kneel; frequently move about, able to stand, walk, and sit for extended periods.
- At times, be outdoors in all weather conditions.
- Vision: must be able to see close, have good vision to perform daily duties.
- Out of area and local travel is necessary
- Must have a valid North Carolina Driver’s License with appropriate insurance coverage required.

## **Equal Opportunity Employer**

Mountain Projects, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliations; National Guard or veteran status, consistent applicable federal, state, and local laws, and regulation.

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**Direct Supervisor:** \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**