



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

Position Announcement

Meals on Wheels Delivery Driver - Boulder

Rocky Mountain Development Council's Senior Nutrition Program in Boulder is seeking applicants for the position of Delivery Driver. This is a part-time position working Tuesday, Wednesday and Thursday, from approximately 12:30 – 1:30 PM, depending on client numbers and weather conditions. The salary for this position is \$9.19 per hour.

The Delivery Driver delivers meals to clients, and assisting persons receiving the meals as needed. On their assigned work days, the Delivery Driver delivers hot lunches to homebound clients within their assigned route. As the Delivery Driver delivers the meals they check to see if the client is okay and report back any unusual circumstances. In this way, the Delivery Driver serves as a link between RMDC's Senior Nutrition Program and the client. The Delivery Driver works under the direct supervision of the Senior Nutrition Program Director. The Boulder Cook is also available to provide orientation and guidance as needed, working as a Lead Worker for this position.

Minimum Qualifications:

Knowledge of:

- senior citizen needs.
- organizational skills and time management.
- route planning and familiar with Boulder area streets.
- sanitation

Ability to:

- relate well with senior citizens in a friendly, outgoing manner.
- follow directions and take initiative.
- keep all information on clients strictly confidential.
- drive during severe winter driving conditions.

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a high school degree. A valid Montana driver's license is required. Must be approved as a driver by RMDC's insurance carrier. Experience working with senior citizens is preferred.

OR EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

Application Process: Applicants must submit a signed and completed Rocky Mountain Development Council application and letter of interest. Applications are available from the Boulder Senior Center, Rocky Mountain Development Council, 200 South Cruse Avenue, P.O. Box 1717, Helena, Montana, 59624, www.rmhc.net, and the Helena Job Service. Incomplete application material will not be processed. Completed application packages must be received by the RMDC Human Resource Office at the above address no later than 4:00 PM, Friday, August 11th, 2017. RMDC is an EEO Employer

www.rmhc.net

Affordable Housing
Homelessness Prevention
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

LIEAP
Weatherization
Energy Share
Spirit of Service
Area IV Agency on Aging

Meals on Wheels
Senior Centers & Dinner Clubs
Foster Grandparent Program
Senior Companion Program
RSVP