



Pittsylvania County Community Action

JOB TITLE: FOOD CARRIER-HOMEBOUND/CONGREGATE MEALS

IMMEDIATE SUPERVISOR: DIRECTOR OF SENIOR SERVICES

HOURS: HOURS VARY ACCORDING TO ASSIGNMENT

DUTIES:

- Deliver meals to homebound clients, encourage client to consume meal at time of delivery.
- To collect meals at vendor or designated site/deliver to congregate site (return food containers, eating and serving utensils to the food service facility or designated pick-up point)
- Take temperatures of meals at vendors and during route, maintain record of temperatures, and verify food temperatures are in safety range 140 to 145 degrees when served to clients.
- If person is in need of other services, notify appropriate agency or Project Director.
- Report any problems or anything unusual to the central office immediately.
- Keep record of meals delivered and report them to Project Director on a monthly basis.
- Maintain attendance and participation form on all homebound meal recipients and other records as directed by the Project Director.
- Other duties as assigned by the Project Director.

QUALIFICATIONS:

- Valid Virginia driver's license Must have a good driving record.
- Ability to follow instructions. Ability to work well with the public
- Ability to prepare reports, etc.

Application Process:

Submit an agency application (www.pccainc.org) 2 current letters of professional references, resume, and proof of credentials to: **NO PHONE CALLS**

Pittsylvania County Community Action Inc.
Attn: Victoria Minton, Human Resources Director
PO BOX 1119
Chatham, VA 24531
Via email: vminton@pccainc.org