



## **JOB ANNOUNCEMENT**

**Open to the Public**

**CLOSE DATE: Open Until Filled**

**JOB TITLE:** Driver/Helper (San Miguel Site)

**PAY GRADE:** 4 - Rate \$10.00/hour

**DIVISION:** Senior Center

**FLSA:** Non-Exempt

**REPORTS TO:** Site Manager/Senior Center Manager

### **JOB SUMMARY:**

Provides transportation for senior adults to and from their homes to local Senior Citizen Centers, shopping, and appointments. Responsible for the delivery of meals to qualified homebound senior citizens. Assists, when required, in the areas of cooking and packaging, assists in maintaining kitchen in accordance with all Local, State and Federal laws pertaining to food preparation.

### **DUTIES AND RESPONSIBILITIES:**

- Be familiar with areas where residents are served (Pecos, Las Vegas, San Miguel and surrounding areas).
- Ability to operate a public passenger vehicle.
- Must meet all licensing and regulatory requirements of the State of New Mexico, and the City of Las Vegas related to the operation of a public passenger vehicle.
- Attends to special needs of passengers.
- Perform routine maintenance and keep assigned vehicles clean and washed.
- Follow safe operating standards when operating the vehicle and in assisting passengers and enforce safe behavior on the part of passengers.
- Assist with cleaning and keeping in an orderly condition the premises of the Senior Center, with emphasis on the kitchen.
- Assist with maintaining food inventory and receiving incoming shipments.
- Responsible for completing any paperwork, logs, rosters, checklists and/or forms.
- Follows Federal guidelines of minimum and maximum food requirements, temperatures, and process to avoid cross contamination and food borne illnesses.
- Assist with kitchen operations to ensure that all local, state and federal sanitation and safety requirements are fulfilled.
- Assists in preparation and service of the meals.
- Assists in maintaining a clean kitchen, including utensils and equipment used throughout the day.
- Attends trainings necessary to perform job duties.
- Attendance at work is an essential function of this position
- Performs other duties as required.

### **MINIMUM JOB REQUIREMENTS:**

- High school diploma or general education degree (GED).

**PREFERRED REQUIREMENTS:**

- Two years of direct work experience.
- Bilingual in English/Spanish.

**SPECIAL REQUIREMENTS:**

- Must possess and maintain an insurable New Mexico Class D Driver's License
- Must obtain CPR/First Aid Certification offered by the City of Las Vegas.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to operate a public passenger vehicle safely and efficiently.
- Ability to use radio communication equipment.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
- Considerable knowledge of State and Local Traffic laws signs and signals.
- Knowledge of emergency procedures for transit system vehicles.
- Ability to relate with general public in a safe and courteous manner and ability to handle difficult interpersonal situations.
- Must possess the ability to perform routine vehicle maintenance.
- Ability to understand transportation schedules and daily operations.
- Ability to learn routes, complete required paperwork, and communicate problems to manager (e.g. vehicle issues, corrections to paperwork, safety issues, patrons who may need additional assistance).
- Ability to work as part of a small team requiring close cooperation with the Manager, and other Senior Center staff.

**WORK ENVIRONMENT:**

Works a varied schedule which may include weekends and evenings, depending on the events planned for the Senior Citizens.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit for extended periods of time while driving. May be required to work in inclement weather conditions. When necessary, will assist passengers on and off the vehicle.

**APPLICATION PROCEDURE** – Interested applicants must submit a City of Las Vegas Employment Application.