



# Internal Job Posting Announcement

**Date:** 05/20/2026  
**Program:** Senior Nutrition Program  
**Job Title:** Delivery Driver  
**Location:** Hamblen County  
**FLSA Status:** Non-Exempt, Part-Time; 25 hours per week  
**Salary Grade:** 15 (\$12.05 per hour) Position offers milage reimbursement up to \$0.72.5/mile.  
**Reports to:** Site Supervisor

**POSITION SUMMARY:** The Delivery Driver is responsible for delivering hot and frozen meals to active senior citizens at congregate sites and to homebound participants on assigned routes as well as making daily checks on participants' condition and reporting any changes to Site Supervisor.

## **DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:**

- Ensures meals are packaged correctly for home delivery clients.
- Drives and delivers meals to the homes of all SNP home delivered meal participants on assigned route.
- Conduct well checks on clients, which may involve entering their homes to complete.
- Cleans and sanitizes coolers and food equipment used in deliveries on a daily basis using soap, water and bleach. Also lifts and moves coolers and stock as needed.
- Maintains necessary and accurate paperwork (including route sheets, temperature logs, mileage logs) and turns paperwork into the Site Supervisor in a timely manner.
- Reports status of clients to the Site Supervisor on a daily basis.
- Helps kitchen staff prepare and package meals if needed.
- Practices sanitary methods of food handling, including careful washing of hands, wearing plastic gloves and aprons when necessary.
- Participates in training on a regular basis.
- Must maintain transportation, valid Tennessee driver's license and proof of liability insurance on vehicle.
- Distributes menus, contribution envelopes or other papers to clients on route.
- Receives and turns in any contributions/donations to the Site Supervisor as soon as possible.

**WORK SITE:** Hamblen County Kitchen- Hamblen County Delivery

**SUPERVISORY RESPONSIBILITIES:** Does not supervise anyone.

## **OTHER JOB RESPONSIBILITIES:**

- Must use personal vehicle for meal delivery.
- Must have valid Tennessee driver's license and proof of liability insurance on vehicle.
- Complies with all rules, policies and procedures of the Agency.
- Adheres to all applicable laws and ordinances when driving a vehicle.
- Maintains confidentiality of client and Agency information.
- This job may change at any time for any or no reason.



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- Perform all other duties as assigned by the Program Director.
- Does not discriminate in the provision of services and makes sure that no person is excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or benefit because of race, color, religion, gender (including sexual orientation and gender identity), age, citizenship, ethnicity, national origin, disability, marital status, genetic information, or
- Veteran status unless those exclusions are based upon bona fide qualifications mandated by program service eligibility criteria.

## **ROLE QUALIFICATIONS:**

### **Education and Experience Requirements:**

- High school diploma or GED preferred.
- No experience required

### **Other Knowledge, Skills, and Abilities:**

- Ability to communicate with older adults and those with special needs in a patient manner
- Must have the ability to manage time productively.
- Must demonstrate adaptability and willingness to be a team player
- Skill in counting, writing, reading and following schedules, directions, and maps.

## **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Typical work environment situations, lifting up to 40 pounds from floor to waist, frequent walking, standing, stooping, bending, twisting, climbing stairs temperature changes, and hazards, entering and exiting the vehicle.
- Conditions that arise from driving during a workday. Exposure to environmental conditions this includes but is not limited to adverse weather conditions, extreme heat, noise, road hazards, tobacco smoke, animals and adverse environments.

## **Equal Opportunity Employer**

**Application Deadline:** Applications accepted until the position is filled.

**To Apply:** Send resume to Human Resources email: [jcody@douglascherokee.org](mailto:jcody@douglascherokee.org) or mail to DCEA Human Resources, 534 East First North Street Morristown, TN 37814.