

Emergency Route Driver



DuPage Senior Citizens Council

Providing Meals and More...

1990 Springer Drive
Lombard, IL 60148
p 630.620.0804 f 630.620.1158
dupageseniorcouncil.org

Position: Emergency Route Driver

Position Type: Part – Time

Supervisor: Nutrition Director

Position Scope: Seeking a part time individual interested in a position providing vital services to our ever growing aging population in both DuPage and Kane County. An ideal candidate would be self-motivated, highly organized, and have customer service skills. Another major requirement is having experience with an aging population. Candidates that have worked with in food handling service is a plus.

Responsibilities/Tasks:

- Maintains accurate records of participants and meals served as outlined by DSCC.
- Operates the DSCC scanning device to maintain daily meal counts.
- Reports data to the DSCC central office.
- Maintains and submits updated information for DSCC route sheets (master copy & daily route sheets).
- Updates emergency contact information for HDM participants and follows established emergency protocol when seniors are not found at home.
- Provide immediate assistance when needed based on the needs of the meal participant; offer to call a neighbor, friend, relative, or 911.
- Offers additional assistance to any clients who may be in need.
- Controls and manages the effective use of food.
- Provide presentations showcasing DSCC volunteer opportunities on a regular basis.
- Obeys all traffic law and avoids erratic driving on either highways or residential areas.
- Attends all nutrition staff meetings, in-services and special events, including weekend events.
- Performs other duties as assigned

Qualifications/Skills Desired:

- Must pass the State of Illinois Food Service Sanitation course and maintain the certification.
- Position requires a vehicle with valid license plates, insurance and driver's license.
- Able to lift 40lbs
- Must be able to read a map, along with being able to write and follow driving directions.
- Position requires travel to DuPage & Kane County.
- Basic knowledge of a computer & information technology is a must for this position.

To Apply: Email a PDF résumé to Resumes@dupageseniorcouncil.org by Friday, September 27, 2019.

Hiring Policy: The DuPage Senior Citizens Council considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, or any other legally protected status.

The DuPage Senior Citizens Council/Kane Senior Council is a 501 (c)(3) not-for-profit agency that advocates for, delivers, monitors, and coordinates with community partners a variety of services that promote the independence, wellbeing, and security of seniors in DuPage and Kane County.
