

# JOB VACANCY ANNOUNCEMENT

Date of Posting: 04.11.19

The following position is available. Interested parties may obtain application materials from Marion County Public Health Department, the MCPHD website, or on the bulletin board on first floor of the courthouse. Return the application form to MCPHD at 2003 North Lincoln, Knoxville by COB 04.21.2019. Resumes accepted but Marion County Application required. Email to: [kdorn@marionph.org](mailto:kdorn@marionph.org) subject line: Delivery Personnel

Job Title: Part Time Delivery Personnel

Hours: Part time, mid-day, 2-3 days per week as scheduled

**PURPOSE:** The Meal Delivery Personnel is primary responsibility to deliver meals to groups and locations as assigned to persons participating in the Marion County Senior Nutrition Program. This includes delivering meals to homes in Marion county's communities included in the program coverage area. Personnel reports to undeliverable meals, and concerns regarding well being of recipient to the Program Manager.

- 1) Pick up meals from vendor
- 2) Deliver meals to assigned sites and homes
- 3) Report non-deliverable meals to supervisor
- 4) Report concerns regarding participants to supervisor
- 5) Fill truck with fuel
- 6) Operate heat/refrigeration in truck
- 7) Report truck maintenance needs to appropriate staff
- 8) Follow all local, regional, state, and federal policies.
- 9) Other duties as assigned applicable to this position

**This job vacancy notice will be posted for a minimum of 10 days(04.21.19) or until the position is filled.**

The Marion County Board of Health shall have sole discretion to fill any vacancy.

**\*MARION COUNTY PUBLIC HEALTH DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

**MARION COUNTY**  
**JOB DESCRIPTION**

Job Title:	Meal Delivery Driver	Department:	Public Health-Senior Nutrition
Effective Date:	April 2019	FLSA Designation:	Non-Exempt
HR Approval:	<i>Lisa Seddon</i>	Reports To:	Program Supervisor

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**PURPOSE**

Under general supervision, transports prepared meals from designated site to homes and designated drop off sites in assigned communities.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

*The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.*

- \_\_\_\_\_ Pick up prepared meals in thermal bags from meal vendor at assigned time.
- \_\_\_\_\_ Places meal bags in appropriate side of truck.
- \_\_\_\_\_ Delivers bags to assigned destinations in a timely manner.
- \_\_\_\_\_ Delivers individual meals to homes and drop off sites as assigned in a timely manner.
- \_\_\_\_\_ Notifies Supervisor of participant issues, ie: not home, no answer, concerns related to client well being
- \_\_\_\_\_ Returns thermal bags to food vendor
- \_\_\_\_\_ Move boxes of trays and supplies to vender as needed
- \_\_\_\_\_ Communicates effectively with supervisory staff
- \_\_\_\_\_ Arranges for maintenance of vehicle through office manager.
- \_\_\_\_\_ Follows policies as required.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Basic education to understand and follow routine practices or oral instructions.  
Ability to read route maps and/or use GPS device  
General knowledge of commonly used general rules; procedures, operations, practices or routines such as could be acquired in less than one year of prior experience.

### **Certificates, Licenses, Registrations**

Must have valid Iowa driver license.  
Must maintain minimum required levels of auto coverage per county policy.  
Must have good driving record.  
Must pass background check.

### **Language Ability**

Ability to read and comprehend simple instructions, short correspondence, and memos.  
Ability to write simple correspondence.  
Ability to effectively present information in one-on-one situations.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Cognitive Demands**

Ability to apply common sense understanding to carry out uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to follow directions. Ability to follow driving laws.  
**No use of cell phone during driving.**

### **Equipment Used**

Hot Shot Truck

### **Physical Demands**

Frequently required to sit, stand, walk, drive, get in and out of vehicle with ease.  
Occasionally required to sit, bend, stoop, squat. Must be able to walk on uneven ground.  
Frequently required to reach at or above shoulder level or below shoulder level and to balance. Must repeatedly lift and carry up to 25 pounds short distances, occasionally must move boxes weighing up to 30 pounds short distances using carts. Occasionally must twist waist and neck. Occasionally required to exert hand/wrist motion of simple grasping, firm grasping and fine manipulating. Must be able to hear and see within normal limits with or without corrective devices.

### **Environmental Adaptability**

Work is performed in an environment where there is exposure to a variety of temperatures, road conditions, and weather. The noise level is moderate.

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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee's Signature

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Date

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Department Head

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Date

**Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**

**MARION COUNTY**

**APPLICATION FOR EMPLOYMENT**

If you need help to fill out this application form or for any phase of the employment process, please notify the person who gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time. Please complete all sides of the form. If more space is needed to complete any questions, use an extra sheet of paper. Print clearly; illegible applications will not be processed.

All qualified applications will receive consideration without unlawful discrimination because of race, creed, religion, color, sex, sexual orientation, gender identity, age, national origin or disability.

Last Name	First	Middle
Street Address	Are you at least 18 years of age? Yes _____ No _____	Do you have a legal right to work in the United State full-time? Yes _____ No _____
City/Town	State _____ Zip Code: _____	Telephone Number(s) ( ) ( )
Position you are applying for: (Maximum of 2) 1. 2.		Date Available:
		Email Address:
Have you ever been employed by Marion County? Yes _____ No _____ If yes, give dates you were employed:	Position	Reason for Leaving

List all of the formal education that you have completed. Use a separate sheet of paper if you need additional space.

Name/Location	Did You Graduate?	Major Subject
High School(s)	YES _____ NO _____ If no, list the highest level completed:	
College(s)	YES _____ NO _____ If no, list the highest level completed:	
Trade School(s)	YES _____ NO _____ If no, list the highest level completed:	

List employment starting with your most recent job during the past 10 years. Account for any time period that you were unemployed by stating the nature of your activities. Use back or separate sheet of paper if necessary.

Employer:  Telephone #: (    )	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer:  Telephone #: (    )	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer:  Telephone #: (    )	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer:  Telephone #: (    )	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
<b>May we contact your current employer?</b> Yes _____ No _____			

List any professional, trade groups, organizations, machinery/tools operated in past, or special skills that you consider relevant to your ability to perform this job:

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Were you in the Military? Yes \_\_\_\_\_ No \_\_\_\_\_ Branch: \_\_\_\_\_

Do you have any experience from your military service that would be relevant to the job(s) for which you are applying?

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a felony? (For purposes of this questions, convicted includes plead guilty, plead no contest or been given a deferred sentence of judgment.) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**Note:** A conviction will not automatically disqualify an applicant for a particular job and that the type and seriousness of the crime, the frequency of violations, the date of conviction, and the applicant's entire work and educational history will be considered.

Have you been given a job description or had the requirement of the job explained to you? Yes \_\_\_\_\_ No \_\_\_\_\_

Answer the questions in this box only if you have received a copy of the job description or had the requirements of the job thoroughly explained to you.

Do you understand the requirements? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you perform the requirement of this job with or without reasonable accommodations? Yes \_\_\_\_\_ No \_\_\_\_\_

If the job requires, do you have the appropriate valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

DL#: \_\_\_\_\_ Type: \_\_\_\_\_ State of License \_\_\_\_\_

Have you had any moving violations? Please describe:

Signature: (if signed at different time than below) \_\_\_\_\_ Date: (if different than below) \_\_\_\_\_

**I understand:**

That completing this application does not constitute an offer of employment.

That in connection with the application process, Marion County may conduct a background investigation and request information from my past employers, education institutions, personal references, and any public or private agencies that have issued me either a professional or vocational certification or license. I understand that such investigation may also include, but is not limited to, any criminal records and motor vehicle driving records. I have read Marion County's Applicant Background Checks and Employee Investigation Policy, which I fully understand and which indicates that if Marion County utilizes the services of a consumer reporting agency, the Company follows the provisions of the Fair Credit Reporting Act and will provide a notice to the applicant and request a separate Release of Information form from the applicant.

That I may be required to complete a medical history form and may be required to be examined by a medical professional designated by Marion County at the post-offer stage. I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to Marion County full and complete reports and records covering such examinations.

That use of illegal drugs is prohibited during employment and that I may be required to undergo and successfully pass a screening for alcohol and/or drugs that is included in a post-offer pre-employment physical examination. I also understand that, if employed, I may be required to submit to an alcohol or drug screening according to state law. I agree that Marion County shall be entitled to receive full and complete reports and records governing any alcohol or drug screening, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to this organization full and complete reports and records covering such examinations.

That if I sustain any injury or illness while in the employment of this organization, I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to Marion County full and complete reports and records covering such examinations, condition, care and treatment related to or resulting from the alleged illness or injury.

That if employment is obtained under this application, I will comply with all rules and policies of the organization. I agree to be responsible for the organization's property and equipment issued to me by the organization until returned by me. I agree to pay for property and equipment not returned, and authorize the organization to withhold an amount equal to the value of the property not returned by me from my final pay.

That this employment application and any other employee related documents are not contracts of employment and that Marion County follows an "employment at-will" policy that an individual who is hired may voluntarily leave employment or may be terminated by the employer at any time for any or no reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

That this application will be active for a period of 60 days; after that time, if I wish to be considered for employment, I must submit a new application.

**Smoking Ban Notice:**

Applicants for employment with Marion County are advised that smoking is banned by state law (Iowa Code Chapter 142D) on all Company grounds and in all Company facilities which includes motor vehicles and equipment. Applicants are further advised that their job duties may include entering into areas where smoking is not regulated and where smoking is occurring. (Iowa Code Section 142d.6(2))

I have provided complete and truthful information to Marion County regarding all sources of information about my past employment, education, licensure, certification, criminal conviction record, as well as any other information requested in the employment application, and have been fully informed that any misrepresentations or material omissions concerning such information will be grounds for denying my application, withdrawing any offer of employment, or immediate discharge.

I have carefully read all the statements regarding requests, authorizations, consents and releases and have voluntarily agreed to assist Marion County in evaluating my qualifications for employment and in meeting the business necessity of hiring honest, trustworthy, reliable and non-violent employees who do not pose a risk of serious harm in the workplace.

I understand that with the exception of any credit or investigative reports received under the Fair Credit Reporting Act, all information and documents generated, received or maintained by Marion County during, or as a result of, its investigation will be maintained as confidential information in Human Resources and Marion County will not release such information or documents to me.

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Signature of Applicant:

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Date:



## **NOTICE OF APPLICANT BACKGROUND CHECKS AND EMPLOYEE INVESTIGATIVE POLICY**

Marion County recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable and non-violent, and do not present a risk of serious harm to their co-employees or others. For purposes of furthering these concerns and interests, before hiring an individual, Marion County reserves the right to investigate the individual's prior employment history, personal references and educational background, as well as other relevant information that is reasonably available to Marion County. In hiring for certain positions, Marion County may review an applicant's credit report and criminal background, if any. Consistent with these practices, all job applicants will be asked to sign a provision form, request, authorization, consent and release of information to Marion County and release form liability for disclosure of information included in Marion County's application form. Consistent with legal requirements, Marion County reserves the right to exclude any applicant from consideration for employment, where the applicant refuses to sign the application form as requested.

In addition, Marion County may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise legitimate questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of co-employees or others. Employee investigations may, where appropriate, include credit reports and investigation of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail. Employees subject to such investigations are required to reasonably cooperate with Marion County's lawful efforts to obtain relevant information, and may be disciplined up to and including discharge for failure to do so.

All employees are strongly encouraged to immediately report any incidents of potentially threatening, harmful or criminal behavior of co-employees, supervisors, customers, clients or visitors that may negatively affect the safety, security, productivity or financial interests of Marion County or its workplace to Human Resources.

Marion County's separate policies regarding Company Property, Security, Privacy and Searches, and its Drug-Free Workplace Policy, provide further information about Marion County's discretion to investigate employees and mandatory employee reporting obligations. After receiving an offer of employment, any job applicant who wishes to review these policies before deciding whether to accept employment may do so by contacting Human Resources.