

**BURDESHAW SOLOMON SENIOR CENTER  
BUS DRIVER**

**JOB DESCRIPTION**

Department: Senior Center

FLSA: Non-Exempt

Pay Grade:

Reports To: Center Director

Subordinate Staff: None

External Contacts: General Public

**Job Summary**

This is skilled work in assisting the Center Director with the needs of a broad range of programs with particular emphasis on adults and senior adults. The employee assists in a program to provide meals, recreation and other general services to a group of adults and senior adults.

1. Prepares carryout trays and assists with carry in meals to senior adults.
2. Checks for proper temperature of food as set forth by County Health Department guidelines.
2. Drives Center van for daily home bound meal delivery and special activities as needed.
3. Responsible for maintenance and up keep of the Center van.
4. Responsible for weekly, monthly, and quarterly reports maintenance and vehicle reports (ALDOT).
5. Sets up tables and chairs for programs and activities which include some lifting. In absence of senior aids generally assists in keeping which includes light cleaning. .
6. Performs routine office duties such as answering the phone and general office duties as needed.
7. Responsible for attending ALDOT required driver training and meetings.

## **Knowledge, Skills, and Abilities**

1. Basic knowledge of driving.
2. Basic knowledge of the principles of food handling in the serving of food.
3. Ability to establish good working relationship with staff, center
4. Ability to follow a prescribed routine in performing work; understand and complete oral or written instructions.
5. Ability to write and use good penmanship.
6. Ability to carry out planned group social activities.
7. Ability to observe individuals for physical conditions and illnesses.
8. Ability to complete simple forms and reports.
9. Ability to communicate with senior adults.

## **Qualifications**

1. Possession of a valid Driver's License as issued by the Alabama Department of Public Safety.

## **Work Environment**

The work environment involves everyday risks of discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, and residences or commercial vehicles, e.g., use of safe work practices with office equipment and vehicles, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

## **Physical Demands**

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items large pans of food, tables, chairs, etc. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

## **Approvals**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center Director

\_\_\_\_\_  
Date