



Job Description

The Jewish Community Center is seeking a part time **Driver** to join our Buildings and Grounds team. This part time position is approximately 22.5 hours per week, with a Monday – Friday 8:00am-12:30p work schedule.

Summary:

Deliver meals, mail and other pick-ups/deliveries as needed between our locations. On an as needed basis, may be asked to provide transportation for seniors and home delivered meals for our Adult Day Center and Kitchen J programs as well as transportation services to other departments within the J as necessary. Other activities could include NORC activity transportation, providing shuttle service from our parking lots to buildings during special events, activity transportation for Inclusion programs, etc.

Responsibilities:

- Safely drive and transport items between our buildings.
- Unload and deliver items to departments and pick up items for return trip.
- Check bus for lost articles after dropping off passengers and prior to locking bus at the end of the day.
- Responsible for a clean bus/van, bus/van is to be swept out daily.
- Assist all passengers door-to-door between their home and the bus, as well as between the JCC and the bus.
- Make sure all passengers are properly seated and belted at all times while on the vehicle.
- Attend required training sessions and meetings.
- Maintain Class E Chauffeurs license/Class C- CDL license in good standing.
- Follow departmental instructions and procedures for transportation route assigned (Adult Day Center, Nutrition, NORC, etc.). This could include calling families prior to arriving to pick up a passenger, loading meals for home delivery, following pre-determined routes, etc.
- All other duties as assigned by supervisor.

Qualifications:

- High School Diploma or GED is required.
- Must have and maintain valid driver's license with Class E (Chauffeur's license). C.D.L. (Certified Driver's License) class C with passenger endorsement is preferred.
- Must be able to read and follow instructions.
- Good customer service skills and demonstrate a positive demeanor.
- Ability to have the patience when assisting frail older adults.
- Ability to physically assist frail elderly adults, up to 250 pounds, in and out of the bus for transfer and with mobility. Includes assisting those with canes, walkers, and in manual and electric wheelchairs.
- Able to walk, bend, push, lift, sweep the bus, see, hear and have the physical capacity to drive the bus.
- Must have physical ability to lift up to 50 pounds, transfer participants (up to 250 pounds), push and maneuver a wheelchair up to 250 pounds, and assist participants with mobility.
- Able to load and unload goods from a delivery van and take into the building (meals, mail, towels, etc.), up to 50 lbs.
- Ability to interact personally with participants and their families.
- Current American Red Cross CPR/First Aid certification is required (training is provided)
- Position requires registration on the MO Family Care Safety Registry as well as the registration must be maintained for continued employment.

An offer of employment for this position is contingent on passing of pre-employment physical, drug test, background and motor vehicle records checks. Position is part of our ongoing random drug testing pool.

For additional information about the J and what we do, please see our website, www.jccstl.org

To apply, please email your resume and cover letter to careers@jccstl.org . Please include the position title for which you are applying in the subject line of your email, "Part Time Driver". Our employment application is available for printing on the employment section of our website. Please note that this is not an online form.

The JCC is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-verify Program.