

JOB OPENING ANNOUNCEMENT

Job Title: Driver

Report To: Senior Program Manager

Department: Senior Program

Job Vacancy: YAN-24-032

Status: Full-Time; Non-exempt

Starting Wage: \$16.00 per hour

Opening Date: 3/11/2024

Closing Date: 3/22/2024

POSITION DESCRIPTION:

The Driver will deliver meals to clients/elders, transport clients to and from congregate sites and local activities/outings. Driver will maintain the service and appearance of all Senior Program vehicles. Will assist in kitchen as cook when necessary to cover for other cooks that may be out.

QUALIFICATIONS:

- Minimum of one year experience in kitchen preparations and cooking.
- Must have a current CPR certificate.
- Must have food handler certificate.
- Knowledge of safety and food handling guidelines and procedures.
- Understanding of proper use and maintenance of major kitchen equipment including stoves, refrigeration, meat slicer, knives, and dish machine.
- Must be able to start early mornings and be punctual at all times.
- Must be dependable and flexible with regard to working hours.
- Able to work in a team environment and take directions.
- Able to work calm and effectively under pressure.
- Able to stand and exert fast paced mobility for entire shift.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Deliver homebound meals.
- Transport elders to and from the congregate site.
- Transport elders to and from shopping, local activities/outings.
- Assist elders as needed.
- Inspect and maintain vehicle, ensuring all vehicles have safety supplies: jumper cables, triangles, first aid kits, fire extinguishers, blankets and properly inspected before any trips; adding fluids and oil as needed.
- Ensure all vehicles have regular oil changes.
- Keep vehicle clean of any debris on a daily basis, vehicles taken to car wash on a weekly basis (depended on weather).
- Check tires and ensuring spare tire in all vehicles, brakes, lights and gas.
- Add fuel when running low.
- Maintain logs (on vehicles, clients, and food logs-temperatures).
- Wash delivery bags.
- Ensure pads are put in freezer for next day.

- Assist in keeping kitchen and dining area clean.
- Wash table clothes.
- Do laundry.
- Wipe down trash can inside and out.
- Clean front of fridge/freezer doors and polish with cleaner.
- Assist and/or cover for cooks when short staffed.
- Deal with the public and Yavapai-Apache Nation employees in a professional courteous manner.
- Attend trainings to keep abreast of changes.
- Other duties as assigned.

Physical Requirements

The employee must occasionally lift and/or move at least twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**