

# **JOB POSTING**

## **MUSKINGUM COUNTY CENTER FOR SENIORS**

**DATE:** September 12, 2024

**DEPARTMENT:** Muskingum County Center for Seniors

**POSITION TITLE:** County Transportation/Meal Driver

**STATUS:** Part Time – 27 hours per week (Potential for Full-Time)  
Monday – Friday

**SALARY RANGE:** \$12.50 - \$13.00/hour  
(Based on qualifications and experience)

**DEADLINE TO APPLY:** OPEN UNTIL POSITION IS FILLED

**Qualifications:**

- Valid/Current Ohio Driver’s License
- Minimum age of 18 with two years driving experience
- High School Diploma or equivalent
- Ability to lift minimum 50 pounds.
- Good attendance record
- Pass all pre-employment screenings

**Essential Job Duties:** Works under the supervision of the Operations Director. Provides transportation and/or meal services for clients. Will be responsible to transport clients to Center’s activities, doctor’s offices, pharmacies, grocery stores and location as necessary. Provides safe and courteous door-to-door services. Operates cars, vans, and handicapped lift vans (as applicable). Enforces safety rules and assists clients when entering and leaving vehicle to ensure safety. Work schedule will be flexible on the demand of the transportation schedule. Conducts safety inspections and daily maintenance sheet of vehicles and equipment. May assist with kitchen duties and prepare/pack meals as needed. Participate in all required trainings, including but not limited to, annual Area Agency on Aging Nutrition training, Defensive Driving training, D.R.I.V.E training, Sensitivity to Aging training, first aid and cardio-pulmonary resuscitation (CPR).

**Please submit both a Resume and Application either by mail, fax or in person by the deadline to:**

**Muskingum County Center for Seniors**  
**Attn: Kate Paul**  
**160 N. 4<sup>th</sup> Street**  
**Zanesville, OH 43701**or  
**Email: [kepaul@muskingumcounty.org](mailto:kepaul@muskingumcounty.org)**

*The Muskingum County Center for Seniors is an Equal Opportunity Employer.*

(Application is available at [www.muskingumcountyoh.gov](http://www.muskingumcountyoh.gov))