

**DIVERSIFIED HUMAN SERVICES, INC.**

**JOB VACANCY NOTICE**

**POSITION:** Driver/Aide (Part-time)  
Services to the Aging - Central Kitchen

**PAY GRADE:** 2

**WAGE:** \$9.85/hr. (As a minimum)

**ESSENTIAL FUNCTIONS:**

- Operates and maintains assigned vehicles and assists with handling inventory and kitchen maintenance.
- Assembles supplies and materials required for daily meal preparation and delivery.
- Assists with maintaining inventory control and record-keeping.
- Assists with kitchen maintenance and stocking and cleaning storage areas.
- Performs general maintenance checks on assigned vehicles to ensure safe operation.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

**QUALIFICATIONS:**

- Demonstrated ability to safely operate and control delivery vehicles.
- Knowledge of general and routine vehicle maintenance requirements.
- Valid Pennsylvania driver's license and safe driving record.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearance.
- Ability to routinely lift food and supply boxes and equipment weighing up to 50 pounds.
- Successful completion of employment physical and vision screening.
- Ability to understand and carry out specific instruction.
- Ability to work independently following assigned routes and schedules.
- Must be able to work on an as needed basis, often with short notice.

**QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#18243-NO LATER THAN DECEMBER 31, 2018.**

**EQUAL OPPORTUNITY EMPLOYER**