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Meal Driver

JOB CODE	JOB FAMILY	PROFILE
JCV117	**Community & Recreational Services**	**Meal Driver**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**April 10, 2026**

The Meal Driver supports the Senior Program and Senior Meal sites by transporting seniors to and from meal sites, appointments, and events. Delivers meals to homebound seniors, coordinates supply, assists with meal site setup, and ensures vehicles are maintained and returned to the County yard or designated facility.

FUNCTIONAL AREA

SEASONAL SUMMER PROGRAM

The Seasonal Summer Program Meal Driver delivers and serves meals at designated County lunch sites as part of the summer food service program. Ensures compliance with federal rules and regulations, maintains site safety, and supports site setup and maintenance as needed.

Job Description

DUTIES AND RESPONSIBILITIES

- Transports seniors to and from meal sites, senior centers, appointments, and field trips.
- Picks up and returns vehicle to the County yard or designated facility; fuels, cleans, and inspects the vehicle.
- Assists with setup and coordination of meals at senior sites.
- Delivers meals to homebound seniors.
- Picks up and delivers supplies and equipment as needed.

- Substitutes for drivers or site supervisors during absences.
- Arranges transportation for special events and operates a multi-passenger vehicle.
- Attends department meetings, as assigned.
- May handle sensitive or confidential records, plans, or decisions requiring strict confidentiality.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

FUNCTIONAL AREA

SEASONAL SUMMER PROGRAM

- Delivers and serves meals at assigned summer lunch sites.
- Ensures all food service activities follow federal program guidelines.
- Maintains safety and order at assigned sites; enforces rules and site policies.
- Supports setup and cleanup of lunch areas and assists with basic maintenance tasks.
- Maintains required written records and documentation related to food service delivery and compliance.
- May handle sensitive or confidential records, plans, or decisions requiring strict confidentiality.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Must be at least 18 years old.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.

- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Employee will be exposed to natural weather conditions when working outdoors.
- Duties will be performed on sand, gravel, asphalt, grass, wood floors, and tile, all of which may be wet or dry.
- Required to drive multi-passenger vehicles as needed.
- Required to work variable hours.
- Work hazards are those normally encountered in the instruction or participation in sports activities.
- Will receive skills training in basic first aid and CPR.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in performance of maintenance duties include mops, brooms, buffer, and window cleaning supplies.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.