

TRANSPORTER

ORGANIZATION DESCRIPTION

Generational Care is a nonprofit organization dedicated to enhancing the quality of life for individuals in their homes with dignity and compassionate care. Through its key programs, Home Care Services, Mid-Columbia Meals on Wheels, and Healthy Ages. Generational Care provides essential services such as in-home support for seniors, nutrition assistance, meal delivery to those in need, and healthy aging education. With a commitment to preserving independence and promoting well-being, the organization plays a vital role in serving the community and ensuring that older adults can age gracefully in the comfort of their own homes.

POSITION SUMMARY

The Transporter is responsible for the safe and efficient delivery of food, meals, and supplies to designated meal sites and program locations utilizing a company vehicle. This position provides support to meal site operations through timely pickup and delivery services from the Central Kitchen while ensuring compliance with food safety, sanitation, and transportation procedures. The Transporter is also responsible for maintaining the cleanliness and routine upkeep of assigned company vehicles and assisting with Central Kitchen duties as assigned.

ESSENTIAL FUNCTIONS

- Picks up and delivers food, meals, and supplies from the Central Kitchen or suppliers to designated congregate meal sites in a timely and efficient manner
- Returns pots, pans, carriers, and other kitchen equipment to the Central Kitchen daily
- Ensures timely delivery of frozen and other meals to homebound seniors as needed by following predetermined routes and delivery schedules
- Performs daily walk-around safety inspections of assigned company vehicles, including checking tires, fluid levels, cleanliness, and fuel levels; promptly reports maintenance or safety concerns to supervisor
- Maintains assigned company vehicles in a clean, safe, and sanitary condition at all times
- Follows all applicable safety, food handling, sanitation, and infection control standards during the performance of duties

SUPERVISOR

Meals on Wheels Director

CLASSIFICATION

**Part-Time, Hourly
15 Hours/Week**

STARTING SALARY RANGE

**\$17.25 - \$21.00
DOQ/DOE/Hour**

LOCATION

**Central Kitchen
Richland, WA**

BENEFITS

- **Paid Sick Leave**
- **401 k with Company Match**
- **Employee Assistance Program (EAP)**
- **Public Loan Forgiveness Eligible Employer**
- **Same Day Pay Available with Tap Check Services**
- **4 Paid "Floating Time Off" Hours**
- **4 Paid "Employee Appreciation Day" Hours**

MISSION STATEMENT:

To preserve and enhance the quality of life for every generation with dignity and care.

GUIDING PRINCIPLE:

It is not about us, it is about the people we serve.

Home Care Services is a program of Generational Care, an SE WA ALTC COG, and Yakama Nation contractor.



Generational Care
Connecting Health, Home and Heart

Programs of Generational Care include Home Care Services, Mid-Columbia Meals on Wheels, and Healthy Ages

Generational Care is an Equal Opportunity Employer.

ESSENTIAL FUNCTIONS CONT'D

- Packs and transports food appropriately to maintain proper temperature controls and food quality standards; assists with meal packaging and loading activities as assigned
- Assists Central Kitchen staff with food preparation, packaging, cleaning, stocking, dishwashing, and other kitchen support duties as assigned
- Receives donations and delivers items to the Meals on Wheels administrative office; delivers bulk mail and other materials to the post office or designated locations as requested
- Observes and reports changes in participants' overall condition, meal status, or safety concerns to appropriate staff or Service Coordinators
- Picks up and delivers inter-office mail, documents, and materials between meal sites and administrative offices in an accurate, secure, and confidential manner
- Performs duties of a meal delivery driver as needed to support operational needs and continuity of services
- Attends meetings, trainings, and required educational sessions as assigned
- Maintains confidentiality of all client, participant, staff, volunteer, and business-related information in accordance with organizational policies and applicable laws
- Demonstrates teamwork, initiative, flexibility, courtesy, dependability, and professionalism
- Maintains a positive and respectful working relationship with staff, volunteers, participants, and community partners
- Performs other duties and responsibilities as assigned or required to support department and organizational operations

SKILLS & QUALIFICATIONS

- 18 years of age with a High School Diploma or equivalent
- Three years of experience as a licensed driver, including at least six months of delivery driving experience
- Valid Washington State driver's license
- Valid Washington State Food Handler's Card or the ability to obtain one within 14 days of employment
- Ability to read, write, speak, and understand English
- Ability to safely operate a motor vehicle
- Ability to understand and follow written and verbal instructions
- Ability to work independently and collaboratively as part of a team
- Ability to respond calmly and appropriately to routine and emergency situations

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- Strong interpersonal and communication skills, including in-person, telephone, and written communication
- Ability to demonstrate respect, professionalism, and sensitivity when working with individuals from diverse ethnic, racial, religious, and socioeconomic backgrounds
- Ability to maintain confidentiality and exercise sound judgment in daily work activities

WORKING CONDITIONS

- Position requires physical activity as part of the essential job functions, including frequent driving, sitting, standing, walking, pushing/pulling, bending, twisting, and reaching above shoulder level
- Occasional kneeling, squatting, stair climbing, and infrequent crawling may be required
- Frequent lifting and carrying of items weighing up to 40 pounds
- Work is performed in kitchen, warehouse, office, vehicle, and community-based environments with varying weather and road conditions
- Regular and reliable attendance and punctuality are required
- Demonstrates teamwork, initiative, flexibility, courtesy, dependability, and professionalism
- Maintains a positive and respectful working relationship with staff, volunteers, participants, and community partners

CONTINGENCY OF EMPLOYMENT

- Acceptable background check.
- Valid Washington State driver's license and acceptable driving record
- Valid Washington State Food Handler's Card within 14 days of employment

APPLICATION PROCESS

Visit <https://www.GenCare.org/careers> to apply. A Gen Care application is required. Resumes will not be accepted in lieu of an official application but may be attached as supplemental information.

Open until filled. First consideration will be given to applications received by Friday, May 29, 2026 at 4:00 pm.