



GRACE MGMT INC.
A CPF LIVING COMPANY

JOB DESCRIPTION
Grace Management,
Inc.

Position: Driver

Reports to: Executive Director

Summary of Duties

This position is responsible for maintaining the van and chauffeuring the residents to various activities and events in safe manner. Assist the maintenance department with light maintenance tasks such as changing light bulbs, sweeping, mopping, cleaning and emptying trash.

Essential Functions

- Chauffeur the residents in the company vehicle as scheduled
- Ensure resident safety when entering and exiting the vehicle
- Ensure safety rules are followed when vehicle is in motion
- Understand the lift requirements and limitations and follow accordingly
- Report any safety concerns to Executive Director immediately
- Pick up and delivery errands as requested by the Executive Director
- Keep the company vehicle clean and in proper running order
- Report to the Maintenance Director or Executive Director when not driving the van for additional duties

Non-essential functions

- Supports and participates in the resident centered activity programs
- Participates in projects or committees as assigned.
- Assists in variety of tasks involving residents as assigned.

Required Knowledge, Skills, Abilities, Experience

- Must have a clean driving record
- Must have a valid drivers' license sufficient to drive the company vehicle
- Must have valid CDL license if required
- Knowledge of vehicle maintenance
- Basic mechanical skills
- Ability to lift 40 lbs.
- Physical requirements include: bending, standing, lifting, stooping, sitting and walking. Also, lift, carry, and stretch. Must have manual dexterity to operate a vehicle safely.
- Ability to get along with others.

- Ability to follow directions.

Statement of Understanding

I have read and understand the position description and essential functions provided to me for the above position. By my signature, I confirm that I:

(Please check one of the following.)

_____ Can perform all of the essential functions of the position.

_____ Cannot perform all of the essential functions of the position.

I also understand this is not a job offer nor is it intended to be any guarantee of future employment opportunities. This does not construe a contract and I understand that any employment offers are on an at-will basis and does not guarantee employment for any specified time period.

Associate Signature:		Date:	
Supervisor Signature:		Date:	

TO BE RETAINED IN ASSOCIATE'S PERSONNEL FILE - COPY TO ASSOCIATE