



GRACE MGMT INC.
A CPF LIVING COMPANY

JOB DESCRIPTION

Grace Management, Inc.

Position: Driver

Reports to: Executive Director, or Designated Supervisor

Summary of Duties

This position is responsible for maintaining the van and chauffeuring the residents to various activities and events in safe manner. May be responsible for establishing and monitoring weekly/daily transportation schedule as requested by supervisor. Assist the maintenance and/or housekeeping department with light maintenance tasks such as changing light bulbs, sweeping, mopping, cleaning, and emptying trash. May also assist the Life Enrichment Department with supporting resident activities and functions.

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 mechanical lift requirements and limitations and follow procedures accordingly
- Report any safety concerns to supervisor immediately
- Report any resident health or safety concerns to supervisor immediately
- Pick up and delivery errands as requested by supervisor
- Keep the company vehicle clean and in proper running order
- Report to the supervisor when not driving the company vehicle for additional duties

Non-Essential Functions

- Supports and participates in the resident centered activity programs
- Participates in projects or committees as assigned
- Attends all associate meetings including inservice education and associate functions as requested by supervisor
- Assists in variety of tasks involving residents as assigned

Knowledge, Skills, Abilities, Experience

- High School Diploma or GED at a minimum



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- Must have a clean driving record
- Completion of drug testing and criminal record background check upon hire and upon request of supervisor
- 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, carrying, stretching, and walking; Must have manual dexterity to operate a vehicle safely
- Must have the interpersonal skills to work with various levels of people, associates, and residents
- Be free of communicable disease
- Must be able to read, write and speak in English
- Ability to follow directions