



## Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: [EMPLOYMENT@olhsa.org](mailto:EMPLOYMENT@olhsa.org)

(248) 209-2615 FAX

Website: [www.olhsa.org](http://www.olhsa.org)

---

## Delivery Aide

**Division:** Health, Housing and Nutrition Services

**Department:** Health Integrated Services

**Supervisor:** Transportation Manager

**FLSA Status:** Non Exempt

### Job Mission:

Assure households in Oakland and Livingston Counties received needed food and household supplies to promote healthy communities.

### Performance Standards:

1. Retrieve and distribute OLHSA provided supplies such as food boxes, hygiene kits, personal care items, nutritional supplements and other household supplies to Oakland and Livingston Counties families.
2. Assist with on-site OLHSA distributions as needed.
3. Comply with all record keeping and documentation requirements while ensuring client confidentiality at all times.
4. Carry out all other duties as directed by supervisor.

### Qualifications:

1. High School Diploma or GED required.
2. One (1) year working with individual of low socioeconomic status and diverse backgrounds preferred.
3. Must be able to lift 30 lbs.
4. Valid Michigan Driver's License, current auto insurance and reliable transportation to be used for job related travel are required.

### Hours & Wage:

\$11.00 per hour

On-Call

### Location:

Pontiac

**Job Title:** Delivery Aide

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	5	driving
Stand	1	may stand at distributions
Walk	1	walking back and forth from car
Bend/Stoop	1	loading

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	may need to reach for boxes from shelves
Crouch	Yes	may need to crouch to rearrange boxes or assemble packages
Balancing	No	
Squat	Yes	may need to get boxes from lower shelves
Climb	No	
Shoulder level	Yes	
Kneel	Yes	may need to kneel to rearrange boxes or assemble packages
Pushing	Yes	may need to push a dolley

	Pounds	Comments
<b>Weight Carried</b>	<b>26-50 lbs.</b>	carrying boxes to and from car; between office and houses

	Pounds	Comments
<b>Weight Lifted</b>	<b>26-50 lbs.</b>	in and out of car; on and off shelves

**Date:** May 26, 2020