



Human Resources

Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
P.O. Box 430598
Pontiac, MI 48343-0598
Email: EMPLOYMENT@olhsa.org
(248) 209-2615 FAX
Website: www.olhsa.org

Driver/Delivery Aide

Division: Health, Housing and Nutrition
Department: Health Integrated Services
Supervisor: Transportation Supervisor
FLSA Status: Non-Exempt

Qualifications:

1. High School Diploma or GED required.
2. TB Test is required.
3. Minimum one (1) year experience working with Microsoft office, maps and trips software.
4. Must be able to lift 30 lbs.
5. Valid Michigan Chauffeur's License and meets the minimum Driver Acceptability Requirements. Current Michigan vehicle registration and auto insurance with reliable transportation to be used for job related travel are required.

Job Mission:

Assure households in Oakland and Livingston Counties receive needed food and household supplies to promote healthy communities. To provide requested transportation to HIV/AIDS individuals to access primary care and support services.

Performance Standards:

1. Provide transportation services to enable HIV/AIDS individuals to access their continuum of care.
2. Retrieve and distribute OLHSA provided supplies such as food boxes, hygiene kits, personal care items, nutritional supplements and other household supplies to Metro Detroit area families.
3. Comply with all record keeping and documentation requirements while ensuring client confidentiality at all times.
4. Maintain accurate work-related documents and records such as time cards and mileage forms.
5. Assist with on-site OLHSA distributions as needed.
6. Carry out all other duties as directed by supervisor.

Hours & Wage:

On Call
\$14.00 per hour

Location

Pontiac

Please contact Kristie McGovern for more information at (248) 209-2600.

Job Title: Driver/Delivery aide

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

	Hours	Comments
Sit	5	
Stand	N/A	
Walk	2	
Bend/Stoop	1	bending to grab items off shelves

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	Lift items off top of the shelf
Crouch	No	to pull items of lower shelf
Balancing	No	
Squat	No	
Climb	No	
Shoulder level	Yes	Lift items off shelves
Kneel	No	
Pushing	Yes	Pushing carts that have items loaded on to it.

	Pounds	Comments
Weight Carried	26-50 lbs.	Food boxes, cases of nutrition supplements

	Pounds	Comments
Weight Lifted	26-50 lbs.	lifting food boxes and cases of nutrition supplements

Date: Jul 14, 2020