



## 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)

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## Delivery Aide

**Division:** Health, Housing and Nutrition  
**Department:** Nutrition and Senior Services  
**Supervisor:** Food and Nutrition Manager  
**FLSA Status:** Non-Exempt/Non-Union

### Qualifications:

1. High School Diploma or equivalent is required.
2. Must be able to lift 50 lbs.
3. A valid Michigan driver's license, current insurance and automobile 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.

### Performance Standards:

1. Pick up supplies such as food boxes, hygiene kits, personal care items, nutritional supplements, and household supplies from sponsored locations and deliver them to households throughout Oakland and Livingston Counties.
2. Assist with distributions on site at sponsored locations 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.

### Hours & Wage:

On Call  
\$13.50 per hour

### Location

Pontiac

**OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER**

**Job Title:** Delivery Aide

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

	Hours	Comments
Sit	4	Driving in vehicle to deliver food boxes
Stand	1	Standing during food distribution
Walk	2	
Bend/Stoop	1	bending to grab boxes off pallets and/or shelves

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

	Pounds	Comments
<b>Weight Carried</b>	<b>26-50 lbs.</b>	Carrying food boxes

	Pounds	Comments
<b>Weight Lifted</b>	<b>26-50 lbs.</b>	lifting food boxes

**Date:** Mar 22, 2023