



13394 W Trepania Road • Hayward . Wisconsin • 54843
Phone 715-634-8934 • Fax 715-634-4797

Job Description

Volunteer Home Delivery Person

Posting Date: January 23, 2020
Closing Date: Open Until Filled
Location: LCO Elder Nutrition Center in Reserve

Description of Position:

Volunteer drivers to help with delivering meals to our home bound elder and disabled home delivered meal participants within the Lac Courte Community.

Drivers will deliver meals typically between the hours of 10:00am and 1:00pm. Drivers are compensated \$10.00 a day or \$20.00 a day depending on independent abilities.

Valid license required, and able bodied to transport meals

Qualifications:

- Mature adult preferred, Tribal preferences apply.
- Drivers must possess a valid Wisconsin driver's license.
- Must be able to communicate effectively, be respectful to staff and clients.
- Must keep any information and conversations with our home delivered meal participants confidential.
- Must be a team player and reliable.
- Must be punctual and on time.
- Must understand the limitations and experiences by Elder and Handicapped persons.
- Must be able to pass a background check.
- Must be able to pass a pre-employment drug screen.

Duties and Responsibilities:

Shall be under the direct supervision of the Nutrition Manager, Aging Director and the Lac Courte Oreilles Tribal Governing Board Personnel Policies & Procedures Manual.

Application Procedure:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website). **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

Mail to:

Lac Courte Oreilles Tribal Government
ATTN: Human Resources
13394 W. Trepania Road
Hayward, WI 54843
FAX (715) 634-4797
HR Fax (715) 634-1209
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Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.