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# ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

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**POSITION:** Food Transporter (RPT - 20 hrs per week)  
C03, \$14.29 - \$15.02/hr + FRINGE BENEFITS

**DEPARTMENT:** Office on Aging and Human Services

**OPENING DATE:** 03-14-18      **CLOSING DATE:** 03-28-18

## MINIMUM QUALIFICATIONS:

**Education:** High school diploma or G.E.D.

**Experience:** Six months to one year of related experience.

**Note:** Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

## ADDITIONAL REQUIREMENTS:

- ◆ Must have valid driver's license;
- ◆ Must pass extensive background investigation with favorable results;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

**JOB SUMMARY:** Delivers meals to identified homes in St. Mary's County and other sites as directed; checks the status of the senior at their home.

## DUTIES:

- ◆ Delivers meals to homes in St. Mary's County and to other directed sites;
- ◆ Checks current status of the senior in their home;
- ◆ Maintains records of meals delivered;
- ◆ Maintains County vehicle;
- ◆ Ensures accurate meal inventory;
- ◆ Performs other duties as assigned.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain working knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to safely operate a motor vehicle;
- ◆ Knowledge of County roads;
- ◆ Ability to effectively assess and evaluate the clients' needs;
- ◆ Ability to communicate effectively with clients and staff;
- ◆ Knowledge of basic medical principals and concepts.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work requires light physical effort in the handling of light materials or boxes in non-strenuous work positions up to 30 pounds and /or continual standing or walking of 80% of the time.

Work environment involves everyday moderate risks or discomforts including extensive driving.

**COMPENSATION/BENEFITS:**

Hiring Salary: \$14.29 - \$15.02 per hour.

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

**SELECTION PROCEDURE:** Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

**TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.**

Applications are available at:      Governmental Center, (Potomac Building)  
Department of Human Resources, 3<sup>rd</sup> Floor  
23115 Leonard Hall Drive, Leonardtown, MD 20650  
Phone: 301-475-4200 Extension: \*1100 Fax: 301-475-4082  
Jobs Line: 301-475-4200 Extension: \*1109  
Email: [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) Website: [www.stmarysmd.com](http://www.stmarysmd.com)  
**Must press the \* key before the extension**

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator: [amber.hebert@stmarysmd.com](mailto:amber.hebert@stmarysmd.com) or [\(301\) 475-4200](tel:(301)475-4200), Extension: \*1110

**APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAapplication.asp>**