

Ayer Council on Aging

AYER, MASSACHUSETTS 01432

Tel. (508) 772-8260



AYER COUNCIL ON AGING FORMULA GRANT APPLICATION FY-98 Job Description

MEALS ON WHEELS DRIVER:

The Town of Ayer's Council on Aging is requesting \$4,427. to be used for the salary and mileage of its Meals On Wheels Program Driver.

The Driver is under the direct supervision of the Council on Aging Director. However, the driver works with the Montachusett Opportunity Council to determine who will receive deliveries and to report the number of meals provided, and to do all clerical work associated with this program.

The Program's Driver distributes meals to private homes throughout Ayer. The driver must also distribute meals to Seniors at the Housing Authority's Congregate Housing complex. The driver makes approximately 10 deliveries per day, five days a week. The COA pays the driver \$10.00 per day and reimburses him/her for 10 miles at a rate of \$.27 a mile. In addition the driver will perform all clerical duties associated with this position for four (4) hours per week at \$7.50 per hour. Recordkeeping, maintenance of client's intake forms, ordering meals, annual updates, and will act as a liaison between the Ayer COA and MOC.

The Driver must have a valid Massachusetts Driver's License and automobile insurance.

5 days @ \$10.00 per day = \$50.00 per week
50 miles reimbursed @ \$.27 per mile = \$13.50
4 hours @ \$7.50/hr. = \$30 dollars per week =
Clerical duties

Minus:
Municipal Funding

\$2,600.00 a year 50
702.00 a year-
1,560.00 a year 30

\$4862.00
(435.00)

approx 25 Custodial
8 105/wk

\$ 4427.00

Total weekly hours (including
custodial)
14 1/2

Weekly Hours

7 1/2

4

plus

1 1/2 hr./day, 5 days per week
4 hrs/week clerical and
meal assistance at COA