



Position Announcement

TITLE: DRIVER – ON-CALL/CASUAL

LOCATION: The Tamalpais - 501 Via Casitas, Greenbrae, CA 94904

FLSA: Non-Exempt

SUMMARY: Operates motor vehicles to transport residents and staff according to established schedules.

ESSENTIAL FUNCTIONS:

- Transports residents on various trips, tours, medical visits and errands according to facility procedures. May work closely with nursing personnel as instructed.
- Assists passengers in entering and leaving the vehicle at all times. Will arrange for safety and comfort of passengers.
- Delivers packages, materials and performs a variety of pick-up and delivery tasks and miscellaneous errands.
- Performs regular minor maintenance and service on facility vehicles such as checking to insure that vehicles are in working order, checking and refilling fuel, oil, and water.
- Reports major maintenance repairs and accidents to supervisor and Director of Maintenance Services.
- Maintains simple records related to vehicle operation and schedules.
- Maintains vehicle in a neat and orderly condition.
- May assist Director of Activities with special projects and tasks.
- Serves as relief receptionist as needed by handling incoming calls, taking and referring messages; operating paging systems; receiving visitors, determining nature of visit and directing accordingly.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Basic reading, writing and numerical ability. Tact and courtesy in dealing with the elderly under sometimes trying conditions. Patience and understanding of the aged, interpersonal skills to deal with residents and staff in a positive manner. Able to handle busy phone lines.

Physical skills and ability to perform work that requires continual standing, walking, stooping, bending and lifting up to 50 pounds.

QUALIFICATIONS:

Possession of, or ability to qualify for, Class B driver's license. Compliance with U.S. Department of Transportation requirements, including Compulsory Drug and Alcohol Testing. Minimum of one to two years work experience. Highly reliable driving.

SUPERVISORY RESPONSIBILITY: None

APPLY TO: Director of Activities or HR Representative by clicking [here](#).