

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Meal Delivery/Transportation Driver

Department: Social & Family Services

Hourly Rate: \$14.00 **Part Time:** 20-25Hrs/Week

Exempt: No/Hourly

Supervisor: Elderly Program Manager

Posting Date: Public

Opens: October 27th, 2026

Closes: November 17th, 2026 @4:30pm



Summary: The Elderly Meal Delivery/Transportation Driver is responsible for safely and reliably delivering nutritious meals to older adults in the community. This position will also transport to and from scheduled activities, events, appointments, and other approved program destinations. The driver must also observe and report concerns and/or unmet needs to the appropriate staff.

Essential Duties and Responsibilities include the following.

- Deliver meals to eligible participants according to established routes and schedules.
- Maintain meals at appropriate temperatures and follow all food safety and handling requirements.
- Clean and sanitize coolers on a regular basis.
- Load and unload meals and supplies.
- Verify meal deliveries and maintain accurate delivery records.
- Transport participants to and from scheduled activities, events, appointments, and other approved destinations.
- Assist participants with entering and exiting the vehicle as needed.
- Provide courteous and respectful customer service to program participants.
- Keep the vehicle clean, safe, and in good working condition.
- Complete routine vehicle inspections and report maintenance or safety concerns.
- Follow all traffic laws, agency policies, and vehicle safety procedures.
- Communicate effectively with appropriate staff regarding issues, changes, and participant concerns.
- Maintain confidentiality of participant information.
- Distribute written information regarding elderly events and programs when necessary.
- Any other duties as assigned by the Elderly Program Manager and Social and Family Services Director.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

High School Diploma or its equivalent.

Must take the Food Handlers Safety Class and pass within six (6) months of employment.

Other Skills and Abilities:**Required:**

Must have a valid driver's license and meet eligibility for tribal insurance.

Be able to follow oral and written instructions.

Must be dependable and punctual.

Ability to work in a teamwork setting is required.

Cultural Sensitivity:

This position requires an understanding of and respect for Tribal traditions, customs, values, and the socioeconomic needs of the community. The employee must interact effectively and respectfully with Tribal Members, Native American communities, and partner organizations. Tact, courtesy, confidentiality, discretion, cultural awareness, and sound judgment are required when handling sensitive matters.

Background Check:

This position is contingent on the required ability to pass a caregiver background check when working with children and/or elderly.

This position requires a valid driver's license and to meet eligibility for tribal insurance.

Reasoning Ability:

Ability to use common sense and sound judgement while completing deliveries, responding to routine problems, following established procedures, and determining when a concern should be reported to a supervisor.

Must maintain professional boundaries when interacting with participants in their homes.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to observe all mandatory safety regulations. Must be physically able to repeatedly get in and out of a van. Position requires sitting for extended periods of time, some standing, walking, bending, stooping and lifting up to 75lbs on occasion.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Subject to indoor and outdoor conditions. The employee may occasionally enter participants' homes to complete meal deliveries. Noise level is moderate.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov