

SHOPPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves shopping and delivering groceries to older persons who are not able to do this task on their own. The Shopper receives a grocery list and money from the client at the client's home, then purchases, delivers and puts away groceries for the client. Direct supervision is received from the Shopper Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives daily schedule of clients to be served from Shopper Supervisor;
Travels to clients' homes, receives money for groceries and writes out shopping lists;
Travels to grocery store and purchases the items on shopping lists;
Delivers the groceries to clients and puts groceries away;
Does simple errands for clients such as mailing letters, buying stamps, picking up prescriptions, going to the bank and obtaining food stamps;
Delivers printed material from the Office for Aging to clients;
Reports completed assignments to the Shopper Supervisor for record-keeping purposes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the characteristics, needs and interests of the elderly;
Ability to relate to and empathize with the elderly;
Ability to handle bags of groceries;
Ability to do mathematical computations;
Ability to handle money in a responsible fashion;
Accuracy;
Dependability;
Patience;
Tact;
Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: NONE

SPECIAL REQUIREMENT: Possession of a New York State Class V Operator's license at time of appointment.