



**Senior Center, Home Delivered Meals Coordinator  
St. Charles, MO (63301)**

7:00 a.m. – 3:00 p.m. (40 hrs./wk.) Mon-Fri

No Evenings or Weekends! Advancement Opportunities!

**General Description:**

- Maintains computer records related to eligibility for and service of home delivered meals
- Completes in home assessments of home bound seniors to determine eligibility for meals program
- Rides along with staff and volunteer drivers as needed to ensure proper training and compliance
- Delivers meals (using agency vehicle) in the event that an employee or volunteer is unavailable
- Responsible for ensuring that meals for home bound participants are packed, handled, transported and delivered in compliance with all applicable policies, regulations and community ordinances
- Assists location administrator with the recruitment and training of meal delivery volunteers

**Requirements:**

- High School Diploma or Equivalent
- Supervisory Experience Preferred
- Working knowledge of Microsoft Word, Excel & Outlook
- Excellent attention to detail and accuracy
- Excellent verbal and written communication skills
- Must have or be willing to obtain a Class E Drivers' License, have reliable transportation and automobile insurance as required by the law
- Must be able to lift 40lbs. floor to waist and carry 25lbs. for up to 50ft

**Benefits Package:**

- \$10.91/hr. (40hrs./wk.)
- Medical, PPO or HSA
- Dental
- Excellent Retirement Savings Plan
- 12 Paid Holidays
- 12 Days' Vacation Pay
- 12 Days' Sick Pay
- Life Insurance with buy up options

*Interested in this position?*

Contact H.R. Specialist Laura Reich

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