



Senior Center, Home Delivered Meals Coordinator

O'Fallon, MO (63366)

9:00 a.m. – 3:00 p.m. (30 hrs./wk.) Mon-Fri

No Evenings or Weekends!

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 have or be willing to obtain Hepatitis A immunizations
- Must be able to lift 40lbs. floor to waist and carry 30lbs. for up to 50ft
- Pre-Employment Drug Test & Background Check

Benefits Package:

- \$11.91/hr. (30hrs./wk.)
- Medical (PPO or HSA)
- Dental
- 13 Paid Holidays
- 12 Days' Vacation Pay
- 12 Days' Sick Pay
- Life Insurance with buy up options
- Excellent Retirement Savings Program

Interested in this position?

Contact H.R. Specialist, Laura Reich Direct ph: (636) 207-4231 lreich@agingahead.org

Diverse candidates are encouraged to apply EOE