



**Senior Community Center, Home Delivered Meals Coordinator**

**St. Charles, MO 63301**

9:00 am – 1:00 pm M-F (20 hrs./wk.)

**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) if 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 and Outlook
- Excellent attention to detail and accuracy, excellent verbal and written communication skills
- Must have or be willing to obtain a Class E Driver's License, have reliable transportation and auto insurance as required by law
- Must be able to lift 40 lbs. floor to waist and carry up to 30lbs for up to
- Must pass pre-employment drug test & background check
- Must have or be willing to obtain Hepatitis A immunizations and COVID-19 Vaccinations(s)

**Benefits Package:**

- \$12.74/hr (20 hrs./wk.)
- Dental
- Excellent Retirement Savings Plan
- 7 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, Direct ph: (636) 207-4231 [reich@agingahead.org](mailto:reich@agingahead.org)

EOE - Diverse candidates are encouraged to apply.