



Senior Community Center, Home Delivered Meals Coordinator

Ferguson, MO 63135

8:30 a.m. – 1:30 p.m. Mon-Fri (25 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 25 lbs. for up to 50 ft.
- Must pass pre-employment drug test and background check
- Must have or be willing to obtain Hepatitis A immunizations and COVID-19 vaccination(s)

Benefits Package:

- \$12.74/hr (25 hrs./wk.)
- Dental
- Excellent Retirement Savings Plan
- 7 Paid Holidays
- 17 Days PTO
- Life Insurance with Buy-Up Options
- Employer Paid Short-Term Disability
- Employee Assistance Program

Interested in this position?

Contact H.R. Specialist Laura Reich

Direct ph: (636) 207-4231

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Diverse candidates encouraged to apply

EOE