



Meals on Wheels and Senior Outreach Services

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Meals on Wheels Delivery Associate Job Description



Meals on Wheels



C.C. Cafés



Care Management



Fall Prevention



Home Care Referral



Friendly Visitors

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Meals on Wheels and Senior Outreach Services is a nonprofit 501(c) (3) organization (IRS #68-0044205)

Program Description:

Meals on Wheels provides nutritious meals and daily contact from dedicated staff and volunteers. The program supports independence while promoting the social, physical and emotional wellbeing of seniors. The program consists of outreach staff, delivery associates, and volunteers who deliver meals to homebound seniors on specified routes Monday through Friday.

Position Description:

The Delivery Associate is responsible for delivery of daily hot meals to homebound seniors. Delivery consists of one meal per day to an average of 16 clients per route. Friday deliveries include the daily meal plus two frozen meals for those clients needing meals for the weekend.

Delivery routes will be assigned each morning.

Deliveries are in all areas of central and east Contra Costa County and will vary daily.

Drivers use their own vehicle; mileage will be reimbursed twice per month.

This person reports directly to the Meals on Wheels Program Specialist. This is a part-time position, 2.5 hours per day. Monday through Friday from 10:30am to 1pm. The position pays \$11/hour, plus mileage.

Qualifications:

Have a valid driver's license, a reliable vehicle and proof of auto insurance.

Available to deliver meals in all areas of central and east Contra Costa County.

Available Monday through Friday 10:30am – 1:00pm.

Clear criminal background and DMV record checks.

A smart phone, equipped with GPS navigation, and capable of running 3rd party apps.

Ability to lift 25 pounds. Physical ability to manage stairs, walk to seniors residences, and enter and exit your vehicle 16 times in a two hour period.

Duties and Responsibilities:

- Delivery a route of up to 16 clients per day. Meals to be delivered regardless of weather conditions.
- Delivery Associates are required to call the office every Monday through Friday between 8:30am and 9:00am for that day's route assignment.
- Delivery Associates will keep a proper log of mileage.
- Delivery Associates will adhere to Daily Meal Delivery Protocol. Associates will:
 - inform the office immediately if a client is not at home or the meal is not able to be delivered.
 - notify the office if a client's situation has changed, or the client appears to be ill or at risk.
 - count meals and check for accuracy of meal types before beginning the route.
 - never leave a meal outside; meals must be handed to a person or put in a working refrigerator.
 - take and record temperatures on the assigned days.
 - inform the office immediately if a delivery is delayed for any reason and/or requires unusual mileage to complete.