

## Job Description for Meals on Wheels Coordinator

This part time position will be responsible for the clients and volunteers who make up the Meals on Wheels program ensuring a positive experience for everyone.

### Job Duties include:

Meeting potential clients to discuss their needs and determine if they are eligible for the Meals on Wheels program.

Filling out the initial paperwork with clients, explaining the program rules and billing system.

Annually re-evaluating the current clients.

Keeping client meals up to date in our web based program My Senior Center.

Working with the kitchen to get accurate meals numbers daily.

Ensure each daily route has a volunteer driver.

Create a monthly Sign-Up Genius, where volunteers can sign up for daily delivery routes.

Train the volunteers on the dos and don'ts of the lunch delivery.

Use the app Remind to fill any open spots for the day.

Work with the Executive Director and Operations Manager to get educational and nutritional information to the clients.

Work with the Volunteer Coordinator to advertise and recruit if the program needs more delivery volunteers.

Run the monthly invoices from My Senior Center and insure all listed meals are accurate, noting special meals and exceptions for the bookkeeper.

Other duties as assigned by the Executive Director or Operations Manager.

