CANBY ADULT CENTER

JOB DESCRIPTION – HOME DELIVERED MEALS COORDINATOR

General Responsibilities: Process the packing and delivery of Home Delivered Meals (HDM); orient and coordinate HDM volunteer drivers.

Reports to: Canby Adult Center Director

Schedule: Average 24 hours/week (Mon/Wed/Thurs/Fri) 8:00 am – 2:00 pm.

Job functions:

I. Meals delivery

- Create list of meals to be delivered, taking into account cancellations, holidays, weekends, etc.
- Prepare meals count sheets for kitchen, including identification of special dietary needs
- Pack hot and cold meals for delivery
- Follow up on any delivery concerns, including clients absent without notification and complaints. Keep client service coordinator informed about any changes in client status.
- Clean and sanitize coolers used for delivery daily
- Drive routes when necessary
- Screen volunteer driver applicants; ensure completion of ORCHARDS application for background check purposes.
- Train new volunteer drivers in proper procedures.
- Ensure adequate driver coverage of routes at all times, including maintenance of a substitute driver list.
- Maintain up to date client and volunteer driver lists, including contact information
- Track and enter all clients and meals information into NAPIS as required by OAA contract for onward submission to the county

II. General

- Respect policies and procedures established by the CAC Board of Directors
- Maintain regular communication with center director, client services coordinator, and other staff at CAC
- Actively participate in periodic staff meetings
- Perform other duties when requested by the center director, including fundraising and volunteer appreciation events/tasks.

IV Qualifications:

- Strong people skills, including patience, compassion and a sense of humor
- Solid organizational and computer skills required
- Prior experience managing volunteers highly desirable
- Demonstrated flexibility and creative problem solving skills required
- Valid driver's license required; must be insurable and willing to drive on the job on occasion

Finalist candidate will be required to pass a background check prior to starting employment**.**