



**Senior Community Center, Home Delivered Meals Coordinator**  
**St. Charles, MO 63301** 8:00 am – 2:00 pm M-F (30 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
- Supports a welcoming, collaborative, and respectful environment in words and actions that encourages inclusion and representation for all community members, clients, and fellow employees

**Requirements:**

- High School Diploma or equivalent
- Supervisory experience preferred
- Working knowledge of Microsoft Word, Excel and Outlook
- Excellent verbal and written communication skills, attention to detail and accuracy
- 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 50 ft.
- Must pass pre-employment drug test and background check
- Must have or be willing to obtain Hepatitis A immunizations and CPR certification.

**Benefits Package:**

- \$18.55/hr (30 hrs./wk.) Full Benefits
- Dental and Vision
- 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*

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