

## **Meals on Wheels of Stark & Wayne Counties** **Job Description**

**Position Title:** Site Coordinator (part-time, approx. 25 hours/week, Monday-Friday)

**Classification:** Non-Exempt/Hourly

**Reports to:** Dietician/Program Manager

**Essential Functions:**

1. Participate in all aspects of ensuring appropriate meal preparation for our clients.
2. Adhere to food handling and food preparation standards as established by policies and procedures and all local, state and federal health and sanitation regulations.
3. Ensure all daily meals are accounted for correctly and complete all reports and paperwork in accordance with agency policies & procedures.
4. Encourage client meal donations as appropriate.
5. Provide direction to jobs workers, volunteers and paid staff when applicable.
6. Assist with recruiting and training meal delivery site volunteers.
7. Ensure route books are kept up-to-date.
8. Deliver meals when necessary.
9. Assist with outreach initiatives to increase the number of clients served.
10. Attend and participate in agency meetings/conference calls.
11. Assist co-workers as needed.
12. Assist with annual Main Event fundraiser.
13. Perform all other duties/assignments in support of the agency's mission, goals and objectives.

**Education, Experience, Knowledge, Skills & Abilities:**

High school diploma or equivalent education required. 1-3 years administrative experience preferred. Ability to maintain confidentiality, be organized, meet deadlines, handle multiple priorities, provide attention to detail and work in a team environment desired. Must treat clients, volunteers and co-workers with courtesy and respect.

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Employee Signature

\_\_\_\_\_  
Date