

## HOME DELIVERED MEALS SITE COORDINATOR (Part Time)

Meals on Wheels of Wake County serves 1,300 lunchtime meals every weekday to homebound older adults and persons with disabilities in Wake County. Our site coordinators work with volunteers in their community to ensure our clients receive a wellness visit & hot meal Monday – Friday!

### MAJOR RESPONSIBILITIES

- Accept and account for food delivered by the caterer to the site in accordance with Federal guidelines
- Pack meals and cold foods in appropriate containers for volunteer delivery
- Encourage volunteer retention through engagement & creating relationships
- Assist in recruiting and scheduling volunteers in your city
- Maintain a substitute list of volunteers to be called as needed
- Greet and offer pertinent training to volunteers
- Attendance of once-a-month site manager meetings outside of normal hours is required (Once a month from 1.30pm-3pm)

### REQUIREMENTS

- Driver's License
- High school diploma or equivalent work experience
- Ability to work independently
- Ability to work with people and particularly with senior adults.
- Ability to stand during shift and lift 20 lbs

This is a part-time position with a starting rate of \$15/ hr. Usual hours of operation 8am – 1pm Monday – Friday. Employees accrue vacation & sick hours.

LOCATION(S):  
Raleigh, NC

### TO APPLY

Please email [stephanie@wakemow.org](mailto:stephanie@wakemow.org) a cover letter stating why you are interested in working for Meals on Wheels and your resume.