

## **Hopkins/St Louis Park Dinner at Your Door**

We are seeking a dedicated and compassionate individual to lead our team as the Program Coordinator.

Dinner at Your Door is a nonprofit providing home delivered meals. It is our mission to ensure that people in our community receive nutritious meals and the human connection they need to live independently, regardless of financial status.

Position Overview:

20-30 hours per week, may require some holiday hours either in person or via phone line

The Program Coordinator (PC) for Dinner at Your Door (DAYD), will be responsible for running daily operations of all aspects of the SLP/Hopkins program. The PC is supported by volunteer board members and volunteer delivery drivers, as well as Metro Meals on Wheels staff.

Roles and Responsibilities

- Unlocking and locking of packing site to maintain security of facility
- Daily packing of cold meals and support of packing frozen weekly meals, with special attention given to clients' dietary needs
- Client enrollment: respond to potential client requests and follow up on agency referrals in a timely manner to determine eligibility and set client up for services
- Work with private pay clients and team to determine manageable meal cost on an individual basis if client cannot pay full price of meal
- Complete financial assessment on clients requesting Wellness Funding. Track and complete reassessments twice per year on all Wellness Fund clients to determine continued eligibility
- Communicate with clients, families, social workers, case managers, volunteers, Shepherd of the Hills church staff, kitchen and delivery staff at Open Arms, MMOW staff, and other team members
- Delivery of first meal to new clients whenever possible

*Home Delivered Meal Computer Software (ServTracker):*

- Data Entry and maintenance of up to date information for all clients
- Organize home delivery routes, adjusting as needed for efficient delivery
- Create and maintain route cards with pertinent information for delivery drivers
- Create and place all food orders for both daily and frozen meals
- Manage and support storage of all food delivered to site, following all food safety principles and Department of Health standards
- Complete and maintain accurate and timely documentation/records using ServTracker software
- Send monthly billing to individual responsible for billing private pay clients
- Respond to volunteer concerns regarding clients and follow up with emergency contacts as needed
- Assist with and support recruitment and scheduling of volunteer drivers

- Maintain confidentiality of clients, volunteers, and staff as appropriate
- Attend meetings, trainings, and events as necessary to maintain program in good standing and raise community awareness

#### Position Requirements

- Possess and maintain a valid driver's license
- Pass all required background check(s)
- Strong computer skills
- Ability to learn to use computer software (ServTracker), training provided at MMOW
- Willingness to carry program cellphone and check phonenumber 4 times per day

#### Desired Qualifications

- Effective verbal and written communication skills
- Ability to work independently
- Strong organizational skills
- Flexibility to handle emergencies and last-minute scheduling situations

Starting salary \$25,920-\$28,800 depending on qualifications and experience

Email letter of interest and resume to Nancy Schmelzle

[Schmelzlefam88@gmail.com](mailto:Schmelzlefam88@gmail.com)

Deadline to apply 7/5/24