



Community Emergency Service, Inc.
Meals on Wheels Delivery Driver
Job Posting

Position Title: Meals on Wheels (MOW) Delivery Driver

Supervisor: Meals on Wheels Program Manager

Reports to this Position: N/A

Locations: Distribution site: 1900 11th Ave. S, Minneapolis, MN 55404 and various locations in the Downtown, North and South Minneapolis neighborhoods

Hours: Part Time: Monday thru Friday (10:30am – 1:30pm)

Summary Salary & Benefits: \$16 - \$18 hourly: Accrued Paid Time Off, Paid Holidays

Meals on Wheels Program Description:

Meals on Wheels (MOW) is a community service that delivers nutritious meals directly to people's homes. CES' MOW program serves over 350 individuals in the North and South Minneapolis neighborhoods. Clients can receive a daily hot meal, or they can choose to receive a pack of frozen meals that they can heat up on their own. Many of our clients are seniors, homebound, and/or disabled, and rely on these meal deliveries for important nutrition, as well as social support and encouragement. For many, the Meals on Wheels program helps them maintain independence while living in their own home.

Position Overview:

The Meals on Wheels Delivery Driver will play an essential role on the Meals on Wheels team, delivering nutritious meals for our neighbors, along with a simple wellness check and a caring human connection. The MOW Delivery Driver will be responsible for completing daily delivery routes in a timely manner, with exceptional customer service, all while adhering to our food safety guidelines.

Essential Duties and Responsibilities

- Arrive on time each day, thoroughly check delivery orders to ensure all items and information are accounted for and complete all meal deliveries within our delivery time window.
- Communicate any issues, changes or disruptions with deliveries to the appropriate staff, and/or to clients, in a timely and professional manner
- Record any undeliverable meals and comments or suggestions from clients and communicate them to the MOW Program Manager
- Make note of any issues with routes or delivery locations so that we can help improve our services
- Perform basic wellness checks for each client. Be attentive to any safety concerns, and communicate any concerns or issues to the MOW Program Manager
- Return all undeliverable meals and delivery equipment back to the distribution site, ensuring proper documentation and storage of undeliverable meals
- Understand and follow all company and health department policies for safe food handling and storage

- Assist other CES programs as needed and as time allows, including deliveries and pick-ups for other programs, warehouse and food shelf assistance, and other duties as assigned

Knowledge, Skills and Abilities

- Experience with and comfortable using maps or navigation software (GPS) to find delivery locations
- Self-managed and self-directed, capable of working independently with minimal supervision, engaged in the work of CES, and able to take responsibility for explicitly assigned tasks and ask for help and support when needed
- Experience and ability to work patiently, respectfully and productively with people of diverse backgrounds and cultures. The ability to work with vulnerable people is essential in this position
- Able to maintain client confidentiality and handle sensitive information in an appropriate manner
- Valid driver's license, clean and safe driving record, and the ability to operate company vehicles is a essential to this position. Use of a personal vehicle is a plus and may be required at times.
- Must be comfortable entering private homes, apartment complexes, and other areas of residence
- This position requires frequent periods of driving, walking, repetitive entering and exiting vehicle, use of stairs, elevators, and ramps.
- Must be able to lift up to 25 lbs.

Education and Experience

- High School Diploma or GED
- At least 1 year of customer service experience preferred
- Experiencing doing deliveries is a plus, but not required

ABOUT US

Community Emergency Service (CES) has been serving in the Minneapolis area for over 50 years. Our focus is hunger relief, but our mission is bigger: to transform lives by serving neighbors, sharing resources and becoming community – to be a place where people come hungry and leave hopeful.

We have strong roots in the Christian faith and strive to serve all neighbors in need, as Jesus would, without distinction or test. We are grateful for, and invite support from, volunteers, donors, and other partnering agencies of all backgrounds, faiths, or no faith.

Our Mission: Rooted in God's loving grace, Community Emergency Service transforms lives by serving neighbors, sharing resources and becoming community – *a place where people come hungry and leave hopeful.*

Our values drive our work:

- We are a community
- We respect the dignity of each person
- We are servants
- We are good stewards
- We are good neighbors

HOW TO APPLY: Email your resume with Food Rescue Specialist in the subject line to the Operations Director, Sandra Holden, at sholden@cesmn.org