

Hopkins/St Louis Park Dinner at Your Door

We are seeking a dedicated and compassionate individual to assist our Program Coordinator. As a non-profit branch of Metro Meals on Wheels (MMOW), 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

6-10 hours per week, may require some holiday hours either in person or via phone line

The Assistant Coordinator (AC) for Dinner at Your Door (DAYD), a registered member of MMOW, will be responsible for running daily operation of the SLP/Hopkins program, one to two days per week. In addition, the AC would fill the role of Program Coordinator as needed for illness, travel or other absence of the coordinator. This position is supported by staff at MMOW, volunteer board members and volunteer delivery drivers.

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
- 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
- Organize home delivery routes, adjusting as needed for efficient delivery
- 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
- Respond to volunteer concerns regarding clients and follow up with emergency contacts as needed
- 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 of program

Additional duties and hours as determined by Program Coordinator on a needed basis

Position Requirements

- Possess and maintain a valid drivers license
- Pass all required background check(s) • Ability to learn to use computer software (ServTracker)
- Willingness to carry program cellphone and check phoneline as needed

Desired Qualifications

- Effective verbal and written communication skills
- Ability to work independently
- Strong organizational skills

Flexibility to handle emergencies and last minute scheduling situations

\$18-\$20/hour

Email letter of interest and resume to Nancy Schmelzle Schmelzlefam88@gmail.com Deadline to apply 11/1/24