



Community Emergency Service, Inc.
Meals on Wheels Kitchen Coordinator
Position Description

Position Title: Meals on Wheels Kitchen Coordinator

Supervisor: Meals on Wheels Manager

Reports to this Position: N/A

Location: 1900 11th Ave. S, Minneapolis, MN 55404

Hours: Part Time, 25- 30 hours (Monday – Friday, 8:00am – 2:00pm)

Summary Salary & Benefits: \$16.00 - \$17.50 hourly: Accrued Sick Time, Paid Holidays

Meals on Wheels Program Description:

Meals on Wheels (MOW) is a service that delivers nutritious meals directly to people’s homes. CES’ MOW program serves over 300 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 Kitchen Coordinator will play an essential role on the Meals on Wheels team, preparing the meals and sides each day for delivery to our clients. The Kitchen Coordinator role requires care and attention to detail, food safety and cleanliness, and maintaining our meal inventory.

Essential Duties and Responsibilities

- Prepare daily hot meals for clients (meals arrive to us pre-assembled in sealed trays) – paying special attention to dietary needs and client allergies. Review route sheets and meal counts.
- Load prepared meals into ovens, monitor cooking process, and take regular meal temperatures until meals reach approved temperature
- Prepare cold side bags for clients each day according to client food and beverage preferences
- Assemble hot meal bag routes and cold meal bag routes, ensuring route bags are prepared on time for delivery driver pick-ups
- Maintain cleanliness of the kitchen area, trays, thermometers, cooking ovens and warmers, hot and cold route bags, and other cooking tools and equipment
- Routinely deep clean ovens, hot and cold bags, and other kitchen equipment
- Monitor supply levels such as labels, bags, and other kitchen needs
- Assist with driving delivery routes
- Maintain meal counts, receive meal and sides deliveries each day, sort meals and sides for proper storage, and maintain inventory
- Provide back-up assistance for other MOW duties as needed

Knowledge, Skills and Abilities

- Punctual with excellent time-management skills
- Attention to detail is essential for this position as our clients have specific food needs, allergies, and other notes that need special attention
- 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
- Able to maintain client confidentiality and handle sensitive information in an appropriate manner
- Must be able to communicate effectively and positively with team members, supervisors, clients, volunteers and vendors.
- Valid driver's license, clean and safe driving record, and the ability to operate company vehicles. Use of personal vehicle is a plus and may be required at times.

Work Environment/Physical Demands

- This position requires long periods of standing and walking, and frequent bending, reaching, and lifting.
- Must be able to enter walk-in freezers and coolers for short periods of time, and safely use hot ovens and warmers
- Must be able to lift up to 40 lbs.

Education and Experience

- High School Diploma or GED
- ServSafe Certification for Food Manager or Food Handler required. (For those not certified, CES will provide training).
- Experiencing doing deliveries is a plus, but not required

About Community Emergency Service (CES): Inspired by the vision of Pastor William Berg and the philanthropy of Russell Lund, Sr. of Lund's Foods, Community Emergency Service (CES) was organized in 1971. Today we have six core programs, servicing over 125,000 individuals annually and giving out over 650,000 pounds of food. We strive to alleviate hunger in all forms.

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: Operating in a neighborhood that is culturally, ethnically and religiously diverse, we strive to serve all our neighbors in need, as Christ would have us do, without distinction or test. We invite support from volunteers and donors and are open to collaboration with other agencies regardless of religious affiliation.

- We are a community
 - We respect the dignity of each person
 - We are servants
 - We are good stewards
 - We are good neighbors
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- **HOW TO APPLY:** Email your resume with Meals on Wheels (MOW) Associate in the subject line to the Administrative Director/HR. Juanita Lindgren, jlindgren@cesmn.org