

Meals on Wheels - South Shore Employment Opportunity:
Part-time Program Director/Meal Coordinator

Meals on Wheels – South Shore delivers daily hot meals, or weekly frozen meals, to seniors and people with disabilities residing in the Excelsior/western Minnetonka area. With the help of volunteers, we deliver an average of 10,500 meals each year, and in 2024, we served 86 clients.

The ideal candidate for this part-time position will:

- be able to work 25-30 hours per week Monday - Friday.
- be self-directed and capable of working independently without supervision.
- have excellent time management skills, punctuality, and reliability.
- work efficiently, and with attention to detail in both an office and a kitchen setting.
- have good verbal and written communication skills and be able to work with a variety of people including volunteers, clients, and family of clients.
- have proficiency in MS Word, Outlook, and Excel.
- be able to maintain client confidentiality and handle sensitive information in an appropriate manner.
- have a valid driver's license, with a clean and safe driving record. Use of a personal vehicle will be required at times.
- be able to spend several hours each day on their feet standing and walking, and able to lift approximately 30 pound catering crates.

(Refer to the next page for detailed job description.)

To apply, email your resume to mealsonwheels@mountcalvary.org with Part-time Program Director/Meal Coordinator in the subject line.

Direct any questions to:

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Program Director/Meal Coordinator, Meals on Wheels – South Shore

Job Summary: The Program Director/Meal Coordinator provides administration and coordination for delivery of nutritious meals (hot or frozen) each weekday to seniors and others in our service area. This is a part-time, 25 hour/week position. The responsibilities of this position encompass all aspects of the Meals on Wheels – South Shore program. The Program Director/Meal Coordinator reports to the Board of Directors and works with the other part-time Meal Coordinator to prepare meals for daily deliveries.

Duties:

Client administration includes client intake, assessment, occasional home visits, maintenance of records, referrals to appropriate sources for support services and protection of client confidentiality.

Meal delivery coordination includes ensuring clients receive meals as requested, executing reliable and efficient deliveries to clients, and providing efficient delivery routes and instructions for volunteers.

Meal coordination includes ordering meals, supervising menus to maintain consistent food quantity, quality and presentation, preparing meals for delivery, and being the caterer's liaison.

Financial responsibilities include preparing monthly billing statements for all clients, maintaining accounts receivable spreadsheets and following up on delinquent accounts, submitting payroll information and general expenses to bookkeeper, making bank deposits, and assisting Treasurer in submitting relevant forms to state and federal government (e.g., Form 990) in a timely manner.

Fundraising includes participation in the annual Give to the Max Day online fundraising event, grant writing and donation appeal to churches and local businesses.

Communication responsibilities involve communicating in person or by email/letters with clients, potential clients and their families, donors, volunteer drivers, church representatives, caterer(s), referring agencies, and Board Members for any purpose regarding a program issue, concern, information gathering, solicitation, donation appeal, thank you letters, gathering input, responding to inquiries, etc.

Equipment maintenance includes maintaining equipment and overseeing freezer and/or computer issues/problems. Investigate, recommend, and make major equipment purchases with Board approval, as needed.

Program promotion includes publicizing the service, building public relations within the community, and recruiting volunteer drivers, board members and new clients.

Program documenting involves maintaining statistical records and reports, completing business and/or government forms (non-financial), and reporting program activities to the Board and Metro MOW as needed.

Program development includes attending training sessions and coordinator meetings at Metro MOW or other training events to improve the program's overall visibility and development.

Other: Attend quarterly Board Meetings and Metro MOW's Annual Meeting, maintain insurance coverage and food safety certification, and ensure site licensure requirements are met. Purchase supplementary food items for clients, office and kitchen supplies and equipment as needed. Create and/or edit company forms, recruit and hire part-time Meal Coordinator staff and recruit new Board Members as needs arise.

Volunteer supervision involves recruiting, training, communicating with, and seeking their input in program evaluation.