Crosstown Meals on Wheels

Serving Edina, Richfield, and Southwest Minneapolis
6100 Normandale Road, Edina, MN

Job Description:

Position Title: Crosstown Meals on Wheels Coordinator

Salary and Schedule: $19.00-$22.00/hour, Monday, Wednesday, and Friday 8:30-1:30pm. Tuesday and Thursday as needed for a 20-hour work week.

Job Summary: The Meals on Wheels Coordinator assists the Executive Director in meeting the program goals by coordinating the delivery of lunchtime meals to senior citizens and people with disabilities living within the Crosstown service area (Edina, Richfield, and Southwest Minneapolis). The Meals on Wheels Coordinator reports directly to the Crosstown Meals on Wheels Executive Director.

Duties: The Meals on Wheels Coordinator is responsible for coordinating and supervising volunteers as they heat, pack and deliver meals. The Meals on Wheels Coordinator directly meets clients' requests to ensure the successful daily delivery of meals.

- **Meal Preparation** includes warming meals in oven, packing cold bags following labels and client preferences, and packing hot meals in meal carrier bags. Packing frozen bags as needed.
- **Record keeping** involves creating daily route sheets, determining the number of meals to order, and maintaining accurate information from client phone calls and requests.
- **Client care** includes following up on all delivery problems promptly, protection of client confidentiality, and referrals to appropriate sources for support services.
- **Volunteer supervision** includes finding substitute packers and drivers when needed and communicating with the daily drivers to ensure accurate meal deliveries for the clients.
- **Communication** involves routine and effective interactions with clients, potential clients, volunteers, catering staff, referring agencies, and family members.
- **Quality assurance** involves assisting the Executive Director in collaboration with the catering staff to maintain consistent food quality and presentation.
- **Equipment maintenance** includes cleaning and maintaining delivery equipment.
- **Additional responsibilities** may be assigned.

Qualifications: Non-profit program experience and volunteer management experience desired. A good mastery of PC-based email, Microsoft Office and the ability/desire to learn new software. Position will require some lifting (up to 40 lbs.). Must have a reliable car, car insurance, and a valid driver's license and the ability to deliver meals when needed.

If interested, please send your resume or a note to lori.crosstownmow@gmail.com.

effective 12/2025