

WEST MARIN SENIOR SERVICES

JOB DESCRIPTION

POSITION TITLE: **Home Delivered Meals (HDM) Paid Packer and Delivery**

REPORTS TO: Nutrition Programs Coordinator

HOURS AND WORK SCHEDULE: 10 hours a week

SALARY: \$20.00 per hour, Part time, non-exempt

West Marin Senior Services is an Equal Opportunity Employer.

JOB SUMMARY:

To pick up produce at Good Earth 1 x week and deliver to PRS location and assist with organizing and packing. Deliver HDM meals 1 x week to the North and other areas as requested by the Nutrition Programs Coordinator. Assist as needed at the Senior Lunch 1 x month under the supervision of the Nutrition Programs Coordinator.

JOB REQUIREMENTS:

- Understanding of food safety and able to follow all required procedures.
- Good interpersonal skills. Able to handle sensitive issues with good judgement, tact and discretion and always maintain strict confidentiality in all areas.
- Must be able to set clear boundaries with clients when appropriate.
- Must have good time management skills and able to meet deadlines and problem solve.
- Must possess a CA Driver's license and state required car insurance as required by WMSS insurance policy. Have a reliable car and be able to deliver meals when needed.
- Must have reliable cell phone service in West Marin.
- Familiarity with West Marin roads, able to read maps and navigate the areas.
- Able to lift 50 lbs.

RESPONSIBILITIES:

- Pick up produce at Good Earth 1 x week and deliver to PRS location and assist with organizing and packing. Keep all required paperwork and files current at both locations. Keep sites clean and organized. Maintain adequate stock of materials needed.
- Deliver meals to clients in areas requested by Nutrition Programs Coordinator.
- Assist as needed at the Senior Lunch 1 x month as requested by the Nutrition Programs Coordinator.