

East Valley Adult Resources, Inc.
Job Description: Meals on Wheels Lead Monitor

Overview: Within the scope of the organization's mission and under supervision and guidance from the Director of Meals on Wheels, the Lead Driver is responsible for meal delivery, performing daily wellness checks for clients, supervising Meals on Wheels Monitors, collecting and routing reports from Monitors, computer data entry, and providing excellent customer service to homebound older and disabled adults in the community.

Major Duties:

1. Deliver meals to eligible participants in a friendly, caring and timely manner.
2. Perform wellness checks on all participants at time of meal delivery. Report any out of the ordinary findings to the Director of Meals on Wheels in a timely manner to receive guidance and direction.
3. Collect participant signatures and properly complete all necessary status forms. Deliver monthly menus, newsletters and other information as necessary.
4. Accurately record meal temperature checks. Maintain meals at proper temperature as determined by Maricopa County Health regulations and communicate any deficiencies.
5. Clean and maintain Meals on Wheels vehicles (when applicable), hot bags, ice chests and related equipment and supplies. Return clean equipment neatly to specified areas.
6. Coordinate with kitchen staff to ensure all meal components are available and meet organizational standards.
7. Ensure Meals on Wheels Monitors have the tools to perform their duties.
8. Collect all reporting paperwork from Monitors and submit information to appropriate parties.
9. Perform data entry of client information and other logistical and administrative tasks in the Meals on Wheels office as assigned.
10. Assist Coordinator with coordination and development of efficient delivery routes. Create drivers schedule to maintain proper route coverage.
11. Assist Director of Meals on Wheels in implementing training program for new Monitors and volunteers.

Other Duties:

- Ensure that EVAR's policies, standards, and decisions are implemented and maintained. Foster appropriate and courteous communication and positive relationships with supervisor, staff, clients and other community members.
- Work as a collaborative and proactive team member.
- Follow all state/city traffic and safety rules and regulations.
- Other duties as needed and appropriately assigned.

Preferred Qualifications:

1. High School Diploma or equivalent.
2. Direct experience working with older or disabled adults and demonstrated sensitivity to their needs. Supervisory experience preferred.
3. Work history that demonstrates reliability, flexibility and excellent customer service.
4. Effective oral communication and interpersonal skills. Ability to encourage teamwork and work cooperatively with others. Ability to work effectively with diverse communities. Multicultural competency. Bilingual Spanish-English helpful.
5. Computer proficiency to assist in the office as needed. Knowledge of Office Suite products.
6. Ability to lift up to 25 lbs; ability to sit or stand for long periods of time.
7. Ability to obtain Level I Fingerprint Clearance Card and comply with EVAR's background check policies, including a clean and safe driving record.
8. Reliable transportation to use in the performance of work and possession of valid driver's license and vehicle liability insurance.

Responsible to: Director of Meals on Wheels

Status/Hours: Up to 24 hours per week, non-exempt position; weekday hours.

Primary Work Site: Mesa Active Adult Center

Equal Opportunity Employer