



Job Description

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| Job title: | Home Delivered Meal Inventory Coordinator |
| Program: | Meals on Wheels and More |
| Location: | Bellingham Senior Activity Center + throughout Whatcom County |
| Supervisor: | Food Service Manager |
| Hours/Week: | 25 (less than 30) |
| Schedule: | ~8:00-1:30 Monday-Friday (Start time varies from 7:00-8:30) Hours subject to change. |

Meals and Wheels and More is a program of the Whatcom Council on Aging, a non-profit organization that supports the health, vitality and independence of seniors as they age. Meals on Wheels and More fosters the nutritional and social health of local seniors by providing home delivered “Meals on Wheels” and Senior Community Meals to seniors throughout Whatcom and San Juan Counties.

Summary of Position

This position maintains inventory of the walk-in freezer and provides support for kitchen staff and/ or office staff. The Home Delivered Meal/ Inventory Coordinator employee is primarily responsible for assembling and delivering, frozen Meals on Wheels orders and delivering bulk meals and supplies to Senior Community Meal sites.

Duties and Responsibilities

- Assembles frozen meal orders for Whatcom County Meals on Wheels participants and organizes orders by delivery route.
- Maintain a safe work environment during the COVID-19 Pandemic consisting of, but not limited to, wearing face masks, gloves, maintaining social distance, and self-evaluating overall health daily to reduce exposure and possible transmission of virus among guests, staff, and clients.
- Maintains walk-in freezer inventory. Responsible for ordering and stocking frozen and liquid supplements as well as home delivered milk and bread supplies.
- Maintains inventory of house prepared frozen meals.
- Organizes frozen meal bags by delivery route and provides loading assistance to volunteer drivers as needed.
- Delivers meals to Meals on Wheels participants throughout Whatcom County.
- Maintains Meals on Wheels storage area and walk-in freezer.

- Works with kitchen staff to assemble food and non-food supplies for delivery to catered meal sites.
- Transports bulk Senior Community Meals and kitchen supplies to catered meal sites in Whatcom County. Returns leftovers and dirty supplies to kitchen.
- Works with Foodservice Manager to order and prepare fresh produce for Meals on Wheels deliveries.
- Maintains delivery vehicle(s) (fuel, oil changes, car wash) and reports any potential problems with delivery vehicle to Food Service Manager or Nutrition Director.
- Supports kitchen staff and Meals on Wheels and More office staff as assigned.
- Other duties as assigned

Education, Experience and Required Certifications

- High school diploma or equivalent.
- Valid Washington State Driver's License and good driving record.
- Customer service experience preferred
- Experience with inventory control preferred.
- Current Washington State Food Worker Card
- Experience working with seniors preferred

Skills and Knowledge

- Ability to perform mathematical calculations as necessary for inventory management
- Good organizational skills
- Ability to work independently
- Ability to complete tasks in the established time frame
- Ability to follow oral and written instructions accurately
- Ability to work and use equipment safely as instructed and in compliance with OSHA
- Ability to lift up to 50lbs unassisted
- Ability to stand for prolonged periods as well as to reach, bend and stoop
- Knowledge of Whatcom County Roads preferred.

Benefits

- Paid vacation and sick leave
- Retirement plan-Employer contribution after 1 year of employment
- Employee Assistance Program (EAP)

The Whatcom Council on Aging provides services and employment on a non-discriminatory basis, and complies with section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964 and the American Disabilities Act of 1990.