

Job Description

Job title:	Freezer Inventory Coordinator/ Driver
Program:	Meals on Wheels and More
Location:	Bellingham Senior Activity Center + throughout Whatcom County
Supervisor:	Meals on Wheels and More Director
Hours/Week:	25
Schedule:	~8:00-1:00, M-F; Hours subject to change.
Wage:	\$19.13+ DOE

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

The Home Delivered Meal/ Inventory Coordinator employee is primarily responsible for assembling and delivering frozen Meals on Wheels orders and maintaining the inventory of the walk-in freezer. This position requires the ability to work in a freezer for prolonged periods and frequent lifting of 35+ pounds.

Duties and Responsibilities

- Assembles frozen meal orders for Whatcom County Meals on Wheels participants and organizes orders by delivery route.
- Maintains walk-in freezer inventory. Responsible for ordering and stocking frozen meals and liquid supplements as well as home delivered milk and bread supplies.
- Maintains inventory of house-prepared frozen meals.
- Places weekly order for frozen meals from Airline Catering.
- Organizes frozen meal bags by delivery route and provides loading assistance drivers driver.
- Delivers meals to Meals on Wheels participants throughout Whatcom County.
- Maintains Meals on Wheels storage area and walk-in freezer.
- Works with Foodservice Manager to order and prepare fresh produce/ other supplements 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.
- Attends staff meetings.

- Other duties as assigned.

Qualifications

- High school diploma or equivalent.
- Valid Washington State Driver’s License and good driving record
- Current Washington State Food Worker Card (may be obtained after hire).
- Customer service experience preferred
- 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.
- Knowledge of Whatcom County Roads preferred.
- Experience with inventory control preferred.
- Experience working with seniors preferred.

Physical Requirements/Environment

- Requires prolonged standing, stooping, bending, and reaching.
- Requires ability to frequently lift 35+lb and up to 50lb unassisted.
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects on carts as well as for cleaning related tasks.
- Requires ability to drive.
- Requires prolonged periods of time in walk-in freezer (personal protective equipment provided).

Benefits

- PTO time based on regularly scheduled hours
- 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.

Employee Name (Print)

Employee Signature