

Meals on Wheels Assistant (Part-Time, Monday – Friday 9am-2pm)

Reporting to the Community Hub Manager, the Meals on Wheels (MOW) Assistant is responsible for supporting the daily provision of MOW service by being main point of contact for volunteers at food source/delivery location. Responsibilities of this role include, but are not limited to, assisting with packaging food and maintaining cleanliness standards, delivering meals in community in absence of volunteers, administrative tasks including daily preparation of bag labels, which *must* be done in a timely manner.

Responsibilities include but are not limited to:

- Acting as the Volunteer point of contact at meal delivery; including packing bags, preparing bags as per routes, discussing concerns with volunteers
- Lifting and transferring large trays onto a trolley from the delivery truck and moving to the packing room
- Maintaining regular communication with Service Coordinator and/or Manager at local office.
- Delivery of meal route if volunteer is absent
- Cleaning of the packing area
- Cleaning of the delivery bags once they are returned
- Administrative duties including meal counts using excel spreadsheet, CIMS entry to provide back up to MOW Service Coordinator.

Qualifications required:

- Education and experience in volunteer support are an asset, (i.e., Volunteer Management and Gerontology)
- Food Handler's Certificate
- Intermediate computer skills (Microsoft Excel and CIMS)
- Must be able to lift up to 30 lbs (bona fide occupational requirement)
- Satisfactory Police Vulnerable Sector Check
- Sensitivity to adults with needs related to aging, physical and/or mental health
- Adherence to COVID-19 safety practices including two doses of COVID-19 Vaccine (where medically able in accordance with our Immunization Policy)
- Must work in a safe manner and promote the health and safety of all staff, volunteers, clients and the community as outlined within CCD policies

Compensation: Starting at \$17 per hour, plus 6% vacation pay

Please apply in writing referencing posting #2022-140 outlining qualifications and experience by 4:00pm, Thursday June 23, 2022 to

Human Resources, Community Care Durham email: careers@communitycauredurham.on.ca