



POSITION: Part-Time Crew Member

JOB DESCRIPTION:

The Part-Time Crewmember will work as a part of a team to pack and deliver meals each day to volunteer pick-up locations and/or clients across Johnson, Ellis, and Navarro counties. The Crewmember is a critical member of the Meals on Wheels team and he/she will interact with volunteers and clients on a daily basis, serving customers and representing the company throughout the community.

JOB DUTIES & RESPONSIBILITIES:

- Assist in food service program, including packaging and delivery.
- Loading, organizing vehicle and final meal component check to ensure fulfilling each route.
- Final check of correct quantities and proper placement and care of meals, fruit, sides and beverages when distributed to volunteer pick-up locations.
- Ensure safe driving techniques are followed and report any issues to Logistics Manager
- On-time delivery of containers and meals respecting all drop-off site staff and needs.
- Ensuring all food is safe including appropriate temperature levels for all meals
- Clean and maintain delivery vehicles
- Completing and submitting daily paperwork regarding deliveries
- Recognize the inherent dignity of each client/participant served and preserve his/her right to confidentiality and respect.
- Conduct training and orientation of volunteers, as needed.
- Abide by the policies, procedures, and directives as set forth by the Board of Trustees of Meals on Wheels North Central Texas as implemented by the Executive Director.
- Participate on assigned team of facility cleaning.
- Assist in other areas as needs arise.

QUALIFICATIONS:

- Texas driver's license; reliable vehicle; must meet Agency's insurance requirements
- 25 years of age or older; ability to lift 50 pounds; high school degree.
- Clean driving record and ability to safely maneuver and operate a cargo van
- Attention-to-detail, especially with regards to counting accurately and organizing deliveries/equipment
- High level of energy and desire to be part of fast-paced and hands-on environment
- All applicants must pass background, reference, and drug screens.

PHYSICAL & COGNITIVE DEMANDS

Able to physically perform requirements of job, including ability to safely lift up to 50 pounds and safely operated wheeled carts and dollies.