

Senior Life Resources

N O R T H W E S T

Position: Meals on Wheels Packaging Coordinator
Reports to: Food Services Manager
Classification: Non-exempt Full-Time (30 hours per week)

GENERAL POSITION SUMMARY: The Packaging Coordinator oversees the central packaging process for meals as they are prepared for distribution to clients. The Coordinator provides a positive and professional work atmosphere and supervises volunteers to ensure:

- proper portioning of meal components,
- correct use of tray sealing equipment,
- sanitary and safe work environment,
- strict adherence to safe food handling procedures, and
- accurate distribution of meal trays for each delivery route.

Packaging Coordinator works closely with Central Kitchen, Administrative, and Site Staff to provide the highest level of customer service for Meals on Wheels clients and volunteers.

ESSENTIAL FUNCTIONS

- Organize, direct, supervise, and assist with the packaging and sealing of daily home delivery meal trays and frozen meal trays.
- Oversee the accurate loading of daily home delivery meals into delivery bags & coolers.
- Oversee the accurate loading of packaged frozen meals into boxes for storage.
- Organize, direct, supervise, and assist with daily cleanup of packaging area, including dishwashing, floor-cleaning, and sanitation of work surfaces, delivery coolers and delivery bags.
- Coordinate closely with Volunteer Coordinator to communicate volunteer needs.
- Supervise and assign work schedules for packaging volunteers.
- Provide training to volunteers, including program goals, sanitary and safety standards, record-keeping, and specific job tasks.
- Ensure that food quality, portion control, safety, sanitation, and health standards are maintained.
- Complete and maintain accurate and timely documentation as assigned.
- Facilitate volunteer participation by providing a welcoming, appreciative, and positive atmosphere for volunteers at the Central Kitchen.
- Work closely with Program Support Coordinator regarding home delivery route concerns.
- Attend meetings and trainings as required.
- Maintain confidentiality of all client, staff, and business-related information.
- Assist Food Services Manager and Central Kitchen staff as needed.
- Review monthly menus and provide feedback regarding potential packaging issues.
- Demonstrate knowledge of Senior Life Resources programs and services.
- Perform other duties as required or assigned.

SPECIFIC JOB SKILLS

- Read, write, speak, and understand English.
- Work independently and as a team member in the daily operation of the meal program.
- Understand and follow directions.
- Utilize basic computer skills.
- Exercise good judgment and decision-making.
- Respond calmly and appropriately to on-the-job situations, including emergencies.
- Plan, organize and meet deadlines.
- Operate standard office and kitchen equipment.
- Communicate effectively in person, via phone, and in writing.
- Demonstrate respect and sensitivity to the needs of individuals.
- Relate to individuals from all ethnic, racial, religious, or socioeconomic backgrounds.
- Work effectively in a multi-tasked, fast-paced work environment.
- Represent Meals on Wheels and Senior Life Resources in a professional manner at all times.

WORKING CONDITIONS

The position requires physical effort as a part of the essential functions. Physical effort may involve sitting, occasional driving, constant standing and walking, occasional pushing/pulling, frequent bending and twisting at the waist, reaching above shoulder, occasional kneeling, squatting, climbing of stairs and crawling, and frequent lifting and carrying up to 40 pounds.

WORK HABITS

Required work habits include regular scheduled attendance, punctuality, teamwork, initiative, flexibility, courtesy, positivity, dependability, and professionalism.

EDUCATION AND/OR EXPERIENCE

- Required: At least 18 years of age with a High School Diploma or equivalent.
- Required: Valid Washington State Food Handler's Card or the ability to obtain within 14 days of employment
- Required: Proof of valid Washington State driver's license and the ability to travel using an insured personal vehicle.
- Preferred: One-year food service experience, with thorough knowledge of food preparation, food service equipment operation, and health and sanitation standards.
- Preferred: One-year supervisory experience.
- Preferred: Bi-lingual/bi-literate.

CONTINGENCY OF EMPLOYMENT

- Acceptable criminal history background check
- Acceptable driving record
- Compliance with Chapter 246-215 WAC, Subpart B, "Employee Health"

Employee Acknowledgement

I have received, reviewed and fully understand the job description of the Meals on Wheels Route and Packaging Coordinator. I acknowledge that it does not identify all tasks that may be expected, nor address the standards of performance that must be maintained for continuing employment. I further understand and agree that I am able and responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee's Signature _____

Date _____