The Community Action Agency Senior Nutrition Program is accepting applications for:

Senior Meal Delivery person Part-Time at the Menominee Senior Center. Hours are scheduled between 10:00 a.m. and 3:00 p.m. Wednesday through Friday. An agency van is provided.

Looking for applicants that have a good rapport with senior citizens, possess organizational skills and have a good driving record. Entry wage is $11.00-11:50 per hour depending on experience.

Please submit resume to Menominee Senior Center, Attention: Renelle Betters, Menominee Senior Center, PO Box 811, Menominee, MI 49858

Mission statement: Empower and assist people to improve and sustain their quality of life through nurturing, education, housing, nutrition, volunteerism, in-home/support services and advocacy.

Job Title: Meal Runner
Revised: January 2021
Reports To: Senior Center Supervisor

Location: Senior Citizens Center
Program: Senior Services
Classification: Non-Exempt, Hourly, Part-Time

POSITION OVERVIEW

Deliver meals to the homebound, and in some cases, congregate and contracted meals. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and their funding sources.

REQUIREMENTS

- Must possess valid driver's license with an acceptable driving record and vehicle must be insured.
- Experience working with public helpful.
- Must be able to make good decisions, including during emergency situations.
- Must be able to get in and out of a vehicle, climb stairs, and drive and walk in adverse conditions, i.e., snow, ice, rain, etc. Must be able to lift 30 pounds and load meal component receptacles into car.
- Must submit to criminal background checks.

JOB ESSENTIALS

- Assist with packing meals, double check to make sure all meal components are accounted for, and load meals into vehicle.
- Maintain efficient meal routes and accurate documentation sheets, including meals delivered and cancellations.
- Make donation summaries in self-addressed envelopes available to clients for donations on a monthly basis.
- Must be aware of change in client's health or environment and report any changes to center staff.
- Must either see or hear client to insure client is home and all is well.
- Follow procedures that ensure the best possible meal temperatures throughout route. Meal temperatures must be recorded at least once a month.
- Record meals delivered on route sheets, track cancellations.
- Wipe down daily equipment (i.e., trays, coolers, meal containers, etc.) used in packing and delivery of meals.
- Keep vehicle clean and well-maintained.
- Follow proper lifting procedures.
- Follow nutrition services policies and procedures.
- Maintain client/participant confidentiality.
- Other duties as assigned by the supervisor.
- Attend all trainings and meetings as required by supervisor.

ADA Physical Activities Checklist

1. The physical activity of the position.
A. Climbing: Ascending or descending stairs, using feet and legs and/or hands and arms. Body agility is emphasized.

B. Balancing: Maintaining body equilibrium to prevent falling and walking on slippery surfaces.
C. Stooping: Bending body downward and forward by bending spine at the waist.
D. Kneeling: Bending legs at knee to come to a rest on knee or knees
E. Crouching: Bending the body downward and forward by bending leg and spine.
F. Reaching: Extending hand(s) and arm(s) in any direction.
G. Standing: Particularly for sustained periods of time.
H. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
I. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
J. Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
K. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
L. Grasping: Applying pressure to an object with the fingers and palm.
M. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
N. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
O. Hearing: Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
P. Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The Physical requirements of this position
Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

3. The visual activity requirements including color, depth perception, and field vision.
A. The worker is required to have visual acuity to operate motor vehicles.
B. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

4. The conditions the worker will be subject to in this position.
A. The workers is subject to outside environmental conditions. No effective protection from the weather.
B. The worker is subject to both environmental conditions. Activities occur inside and outside.
C. The worker is subjected to extreme cold. Temperatures typically below 32 degrees for periods of more than an hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
D. The worker is subject to extreme heat. Temperatures above 100 degrees for periods of more than an hour. Consideration should be given to effect of other environmental conditions, such as wind and humidity.

THIS LIST IS <u>NOT</u> INTENDED TO BE ALL-INCLUSIVE AND OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF SENIOR SERVICES DIRECTOR OR SUPERVISOR