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

**Meal Runner** - Part-time at the Manistique Kitchen, 20-29 hours per week. Hours are scheduled between 9:00 a.m. and 2:00 p.m., Monday through Friday, with no weekends or holidays.

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

Please submit resumes to Senior Nutrition Program, 101 Main St, Manistique, MI 49854 or by email to [jott@mdscaa.org](mailto:jott@mdscaa.org). Employment applications are available on our website at <https://www.mdscaa.org/job-opportunities>.

#### **Mission Statement**

Empower, advocate for, and assist people to improve and sustain their quality of life and independence through education, housing, nutrition, volunteerism, and in-home support.



**Job Title:** Meal Runner  
**Revised:** August 2022  
**Reports To:** Site Manager

**Location:** Manistique Kitchen  
**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 a valid driver's license with an acceptable driving record; an agency van is provided.
- 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 ladders, using feet and legs and/or hands and arms. Body agility is emphasized.
- B. Balancing: Maintaining body equilibrium to prevent falling and walking, standing or crouching.
- C. Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- 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.
- 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. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- L. Grasping: Applying pressure to an object with the fingers and palm.
- O. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- P. 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.
- Q. 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.
- R. 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.

The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e. Custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

### 4. The conditions the worker will be subject to in this position.

- A. The worker is subject to environmental conditions. Protection from the weather conditions but not necessarily from temperature changes.
- B. 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.
- C. The worker is subject to noise. There is a sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

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