



## Meal Connection Coordinator Job Announcement

Do you want to be part of an innovative organization making an impact upon the quality of life for vulnerable Yolo County seniors and others with mobility challenges? Is the “why” you do your job a priority in your career? Then you may be the hero we’re seeking to provide nourishing meals to aging adults countywide lacking the access and/or the ability to dependably prepare their own healthy meals.

### **MOW YOLO APPROACH**

Meals on Wheels Yolo County (“MOW Yolo”) is seeking a Meal Connection Coordinator to join our already inspired team. We are looking for a candidate who will:

- Be a great team player
- Prioritize nutritious food security and socialization in by focusing upon “Eat Well, Age Well” initiative outcomes for local seniors.
- Positively represent MOW Yolo externally

### **POSITION SUMMARY:**

The Meal Connection Coordinator (MCC) reports to the Food Services Director and ensures the vital linkage of nutritious meals with volunteers ready to deliver them from a Meal Connection Location (MCL) in a singular Yolo County community, either to seniors’ doorsteps or served in a congregate dining setting. Additionally, the role includes the weekly execution of congregate dining events to engage seniors in a senior/community center environment..

### **REGULAR WORK SCHEDULE:**

Full-time 32+ hours/week, Monday to Friday 6 a.m. – 2:30 p.m. The primary work site is the Meals on Wheels-Sutter Health Senior Nutrition Center in Winters, traveling to and from Meal Connection Locations on delivery and congregate dining days.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Cultivate a sustained, nurturing environment for nutrition delivery that inspires and engages volunteers, staff, and other external partners, with a focus upon nourishing and engaging local seniors.
- Oversight of both the home-delivered meals and congregate meal programs at the assigned Meal Connection Location. This includes meal packaging and distribution; ensuring compliance with food safety requirements, kitchen sanitation, and meal portioning and serving protocols.



- Support and engage with meal delivery volunteers. Responsible for training and supervising congregate dining volunteers.
- Maintain positive, sensitive, and sociable relationships with meal recipients, volunteers, colleagues, and external partners.
- During congregate dining events, track, manage, and submit daily attendance records and meal reservations according to processes established by the Programs and Food Services teams.
- Collaborate with the Nutrition Services Manager to facilitate, coordinate and suggest presentations and engagement activities that ensure smooth delivery and enhance the participant experience.
- Maintain consistent and effective communications with all Food Services Department and Programs Department staff regarding services at the Meal Connection Location, sharing key information, successes, and challenges.
- Monitor inventory of supplies and equipment.
- Proficient at using and/or learning electronic systems. Comfortable working with Microsoft Office Suite; Google Workspace familiarity is a plus.
- Willingness to take on new tasks and responsibilities as the position evolves and MOW Yolo grows.
- Attend monthly mandatory all-staff meetings.
- Perform all other duties as assigned.

#### **QUALIFICATIONS:**

1. Lift and carry 50 lbs., stand continuously up to five hours, bend below the waist, and reach above the head.
2. Perform established duties, responsibilities, and expectations independently and with minimal supervision.
3. Read, write, and complete simple math to accurately maintain daily records and reports according to specific instructions and procedures.
4. Communicate clearly, promptly, and effectively with all constituencies, including volunteers, colleagues, and external partners, both verbally and in writing.
5. Adapt and respond flexibly, creatively, and patiently to sometimes time-sensitive and/or challenging situations.
6. Maintain a high level of personal and professional hygiene, dress, and demeanor.

#### **POSITION LICENSES/CERTIFICATIONS/VACCINATIONS:**

1. Valid California Driver's License.
2. Proof of automobile insurance.
3. ServSafe Food Protection Manager certification. (MOW Yolo pays for this training, if needed).



### **COMPENSATION AND BENEFITS**

\$23 per hour, payable per the regular payroll schedule and subject to applicable withholding and payroll taxes and other deductions required by law. Full-time employees receive paid medical insurance, dental, vision, vacation and sick time accrual, 11 paid holidays annually, including a flexible Christmas holiday that may be used for another holiday of the employee's choice, with supervisor's advance approval. May elect to participate in a 401(k) Retirement Savings Plan.

### **APPLICATION PROCEDURE AND TIMELINE**

Please submit your resume to [HR@mowyolo.org](mailto:HR@mowyolo.org). Applicant screening will be ongoing as the goal is to welcome a new team member as soon as possible.

### **ABOUT MEALS ON WHEELS YOLO COUNTY**

Meals on Wheels Yolo County (MOW Yolo) emerged in Yolo County 50 years ago, when the need for low-income, mobility-limited seniors to receive nourishing meals was identified by compassionate local volunteers. Since that time, the service level has grown more than 50 times larger. Currently, more than 1,000 Yolo County seniors in need of assistance are provided with five nourishing meals each week via two weekly wellbeing visits by a trained, caring volunteer, or by dining at a Cafe Yolo Social Dining location. Focused upon creating healthier outcomes for Yolo County seniors, the organization's current "Eat Well, Age Well" movement prioritizes:

- More fresh and locally sourced ingredients
- Medically-tailored meal options
- Expanded congregate dining availability
- More rural meal access

All positions at Meals on Wheels Yolo County serve as ambassadors to ensure the resources needed for our success, and an innovative, entrepreneurial spirit is encouraged to accomplish both individual and organization-wide objectives. Visit our website for details about our programs and impact: [www.mowyolo.org](http://www.mowyolo.org)

**\*\*Meals on Wheels Yolo County is an Equal Opportunity Employer\*\***