

Programs Specialist | Part-Time Job Description

POSITION SUMMARY:

The Programs Specialist reports to the Programs Manager and ensures that Meals on Wheels Yolo County (MOW Yolo) services and activities connect with food insecure and/or isolated senior participants, in an informative and engaging manner, compliant with all regulatory requirements.

USUAL WORK SCHEDULE:

Part-time, 25 hours/week, Monday-Friday, 10:00 a.m.-2:00 p.m. with some flexibility available based upon organizational needs. Primary work location is in the field at MOW Yolo Meal Connection Locations and other sites throughout Yolo County, including the MOW Yolo Administrative office in Woodland and the MOW Yolo meal production facility in Winters. MOW Yolo reimburses employees using their own vehicles for authorized MOW Yolo travel at the IRS standard mileage reimbursement rate.

ESSENTIAL POSITION DUTIES AND RESPONSIBILITIES:

- Cultivate a nurturing environment at Meal Connection Locations that educate, inspire, and engage staff and volunteers, ultimately enhancing the meal experience for meal recipients.
- Lead oversight of the congregate meal programs at the Meal Connection Locations, including food safety compliance, kitchen sanitation, volunteer supervision, and serving meals to recipients when congregate dining is active.
- When congregate dining is active, track, manage, and submit meal reservations and attendance records using processes established by the Programs and Food Services and Operations teams.
- Coordinate congregate dining marketing and engagement efforts with Engagement staff and contractors, as well as with partners hosting Meal Connection Locations.
- Support Programs Manager with training and supervision of congregate meal program volunteers.
- Maintain positive, sensitive, and sociable relationships with meal recipients, volunteers, and colleagues.
- Communicate clearly and frequently with supervisor and colleagues regarding program and Meal Connection Location statuses, sharing key information, successes, and challenges.
- Plan, promote, and facilitate engaging presentations and entertainment opportunities that increase participants' interest in program attendance.
- Attend required monthly All-Staff meetings.
- Willingness to take on new tasks and responsibilities as the position evolves and MOW Yolo grows.
- Perform all other duties as assigned.



QUALIFICATIONS:

1. Previous experience in customer and/or food service is desirable.
2. Experience with outreach is desirable.
3. Lift and carry 50 lbs., stand continuously up to five hours, bend below the waist, and reach above the head.
4. Perform established duties, responsibilities, and expectations independently and with minimal supervision.
5. Read, write, and complete simple math to accurately maintain daily records and reports according to specific instructions and procedures.
6. Adapt and respond flexibly, creatively, and patiently to varied and sometimes unexpected situations.
7. Proficient at using and/or learning electronic systems. Comfortable working with Microsoft Office Suite; Google Workspace familiarity is a plus.
8. Maintain a high level of personal and professional hygiene, dress, and demeanor.

POSITION LICENSES/CERTIFICATIONS/VACCINATIONS:

1. Current California Driver's License
2. Proof of automobile insurance
3. ServSafe Manager Certification (MOW Yolo pays for this training if needed)

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