



507 1<sup>st</sup> Ave. N  
Escanaba, MI 49829  
(906) 786-7080 – Phone  
(906) 789-9423 – Fax

The Menominee-Delta-Schoolcraft Community Action Agency is currently accepting applications for the following position:

**Job Title:** Substitute Meal Runner

**Position Type:** Substitute, hourly, non-exempt

**Hours:** varies as needed; between the hours of 9:00 – 2:00

**Location:** Gladstone Senior Center

**Pay Range:** \$13.73

**Benefits:** Benefits include paid time off; 403(b) retirement plan; and access to our Employee Assistance Program.

**Job Summary:** The Meal Runner is responsible for delivering meals to homebound individuals, and in some cases, delivering congregate and contracted meals for the Senior Services Nutrition Program.

**Qualifications:**

1. High school diploma or equivalent required
2. Valid driver's license and a clean driving record required
3. Experience working with the public preferred

**How to Apply:** A full job description can be found on our website ([www.mdscaa.org/job-board](http://www.mdscaa.org/job-board)).

Applications can be completed using the following link: <https://pdf.ac/uu1ZH6HJ>

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 507 1<sup>st</sup> Ave N, Escanaba, MI 49829 **OR** emailed to [hr@mdscaa.org](mailto:hr@mdscaa.org).

*This position will remain posted until filled.*



**Job Title:** Meal Runner

**Program:** Senior Services

**Location:** Senior Center

**Classification:** Non-exempt, hourly

**Revised:** 12/2024

**Reports To:** Senior Center Administrator

**Supervises:** None

## POSITION OVERVIEW

The Meal Runner is responsible for delivering meals to homebound individuals, and in some cases, delivering congregate and contracted meals for the Senior Services Nutrition Program.

## EDUCATION & EXPERIENCE

- High school diploma or equivalent
- Must possess a valid driver's license and have a clean driving record
- Experience working with the public preferred

## REQUIRED SKILLS/ABILITIES

- Strong decision-making skills
- Must submit to a criminal background check and driving record look-up

## DUTIES/RESPONSIBILITIES

- Assist with packing meals, ensuring all meal components are accounted for, and load meals into the delivery vehicle
- Maintain efficient meal routes and accurate documentation sheets, including recording delivered meals and tracking cancellations
- Observe changes in clients' health or environment and report to center staff
- Follow procedures that ensure appropriate meal temperatures throughout the route
- Wipe down the equipment used for packing and the delivery of meals daily (i.e.: trays, coolers, meal containers, etc.)
- Make donation summaries available to clients monthly
- Keep the delivery vehicle clean and well-maintained, including tracking oil changes, tire rotations, etc.
- Complete the Driver's Vehicle Inspection Report monthly
- Follow proper lifting procedures
- Maintain participant confidentiality
- Participate in required staff trainings and meetings
- Comply with Nutrition Program policies and procedures
- Comply with the policies and procedures of Menominee-Delta-Schoolcraft Community Action Agency & Human Resources Authority, Inc. and their funding sources
- Perform other duties as assigned

## WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Must be able to exert up to 50 pounds of force occasionally and up to 20 pounds frequently
- Must be able to repeatedly get in and out of a vehicle, climb stairs and walk in adverse weather conditions

- Prolonged periods of driving a vehicle
- Possible exposure to inclement weather conditions and hazardous driving conditions

**This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.**