



507 1st 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: Part-time Meal Runner

Position Type: hourly, non-exempt

Hours: 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).

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 1st Ave N, Escanaba, MI 49829 **OR** emailed to 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.