Grocery Project Coordinator  
*(Home Delivered Groceries Project)*

**Job Description**

02/2020

**Meals on Wheels Program Description**

Meals on Wheels provides nutritious meals and daily contact from a dedicated staff of volunteers. The program supports independence while promoting the social, physical, and emotional well-being of seniors. The program consists of a team of Client Support associates and volunteer drivers who deliver meals to homebound seniors on specified routes Monday through Friday.

**Home Delivered Groceries Project**

The Home Delivered Groceries Project is a partnership between Meals on Wheels Diablo Region and the Food Bank of Contra Costa and Solano (referred to as The Food Bank). The aim of the program is to provide home delivery of groceries (healthy, nutritious, and easy to prepare) for low income seniors who cannot drive, with the goal of reducing hunger among seniors in Contra Costa County. This is a new project and funded for 3 years. Number of clients served is expected to increase throughout the three-year period.

**Scope of Work**

The “Grocery Project Coordinator” will work closely with the Nutrition Services Division Manager and the Food Bank Staff to develop and implement this pilot project. The aim of the program is to supplement homebound seniors receiving one meal a day through the Meals on Wheels program with groceries bags delivered twice a month. The project will serve seniors in all areas of central and east Contra Costa County. There will be required data recording, reporting and evaluation of the program. This is a full-time position that reports to the Nutrition Services Division Manager. The position is Monday – Friday 8AM – 4:30 PM and is located at the Meals on Wheels Diablo Region office in Walnut Creek.

**Duties and Responsibilities**

Full project ownership from start up through implementation to active daily management and reporting in accordance with the funder’s guidelines.

- Develop and maintain a partnership with The Food Bank staff responsible for the Senior Food program.

- Define process and determine client eligibility applying the pre-defined guidelines for the participation in the Project.

- Process eligible seniors into the Project and close the loop with any ineligible applicants.
• Enter accurate data in a timely manner into the Meals on Wheels web-based tool, ServTracker, the database of record.
• Use ServTracker to generate reports, planning and generating delivery routes for the Project.
• Recruit volunteers to pick up and deliver grocery bags of food to seniors from the Senior Food Program twice a month.
• Screen, train, schedule and oversee the delivery and support volunteers to ensure the project is meeting the project goals of serving the senior clients.
• Develop, execute and summarize results of an annual client appropriate survey to gain quality feedback on the Project to determine the usefulness and success of the program, and any areas for improvement.
• Maintain all necessary supporting documents as required by the program contract and to complete reports.
• Generate any and all reports as required on time, accurately and completely.
• Other duties as required to support a successful Project, including but not limited to serving as back up driver and delivering groceries to clients.

Qualifications
- Excellent ability to effectively communicate verbally and in writing with seniors, volunteers, co-workers, management, partners and grantors
- Positive and friendly phone and interpersonal skills
- Experience working with seniors and a diverse cultural population
- Knowledge of Contra Costa Social Services and Resources
- Accurate data entry and understanding of importance of consistent proper data entry
- With minimal training, able to generate correct and accurate reports using various computer software tools
- Experience reporting statistics and meeting deadlines

Requirements:
• Keyboarding
• MS Office Suite
• Valid CA Driver’s License, proof of car insurance and reliable transportation.
• Ability to lift 25 pounds. Physical ability to manage stairs, walk to seniors’ residences, and enter and exit your vehicle 16 times in a two-hour period.
• High School Diploma or G.E.D. with some college preferred.
• Minimum 1-year work experience in similar role or a role with transferable skills.
• Background check clearance

Employment Type: Full-time non-exempt
Hours: 8am – 4:30pm, Monday - Friday
Rate of Pay: $20 per hour
Work Location Domicile: Walnut Creek
Benefits:
Full time employees after 90 days are eligible for a contribution towards medical benefits (health, vision, and dental), a 3% matching contribution to the company 401k, 15 days of PTO accrued annually, and 11 paid holidays.

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, citizenship status or any other category protected by applicable federal, state, or local laws.