Meals on Wheels Data Coordinator
Job Description

9/18

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 an outreach staff and volunteer drivers who deliver meals to home bound seniors on specified routes Monday through Friday.

Scope of Work:
The Meals on Wheels (MOW) Data Coordinator is responsible for coordinating all aspects of the ServTraker database including: posting service units, updating records, updating actions, generating reports, analyzing data, working with database vendor, implementing all import/export projects, and coordinating all data cleansing projects. This position interacts with staff, clients (seniors) and volunteers.

This is a part-time position that reports to the Nutrition Services Division Manager. The position is 25 hours per week, Monday-Friday, 9:00 am – 2:00 pm and is located at the Meals on Wheels office in Walnut Creek.

Duties and Responsibilities:
Reporting:
• Preparing data from cloud-based software for all required reports for Nutrition Services Division Manager. Current reports include:
  o Monthly County reports.
  o Quarterly Community Development Block report.
  o Keller Canyon quarterly report.

Ordering:
• Manual data entry into customized database.
• Order meals for seniors using customized database.
• Create, test and implement standard queries, as well as queries to ensure the integrity of the data.
• Develop MS Excel spreadsheet tools to manipulate data.
• Fax daily route sheets to different site locations.
• Complete daily meal reports.
• Order Emergency Food Packs as needed.
• Answer phone calls and follow up on client/volunteer information given by drivers, clients, families, etc.
• Provide MOW Program Specialist with data for end-of-month reports.
• Additional administrative support as needed.
• Attend agency meetings.
• Deliver meals when needed.
Qualifications
This position requires the following:

- Detail-orientated, accurate, reliable, punctual and independent.
- Database experience and competency with Word, Excel and Outlook.
- Ability to thrive in a fast-paced environment with little supervision.
- Manual typing.
- Excellent communication skills both verbal and written.
- Excellent organizational skills.
- Excellent phone manner.
- Professional appearance.
- Clean driving record.
- Background check clearance.
- Valid CA Driver’s license, proof of car insurance and reliable transportation.
- Sensitive to the needs of older adults.
- Must be able to pick up 15 lbs.
- Availability of a GPS and ability to operate it.

Benefits:
Benefits include paid time off and holidays.

Interested, Qualified Candidates
Send cover letter and resume (PDF format ONLY) via email to:
Nancy Raniere
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