

## **FRIENDSHIP CAFE MEALS SITE COORDINATOR (Part Time)**

### **Downtown Raleigh Area**

Meals on Wheels of Wake County serves 1,300 lunchtime meals every weekday to homebound older adults, seniors at our Friendship Cafes, and persons with disabilities in Wake County. Our site coordinators work with volunteers in to ensure our clients receive a warm meal in a social setting Monday – Friday!

#### **MAJOR RESPONSIBILITIES**

- Accept and account for food delivered by the caterer to the site in accordance with Federal guidelines
- Responsible for the management and daily operation of the Friendship Cafes for Meals on Wheels of Wake County, Inc. location to ensure all eligible participants are well served.
- Encourage volunteer retention through engagement & creating relationships
- Assist in recruiting and scheduling volunteers
- Maintain a substitute list of volunteers to be called as needed
- Greet and offer pertinent training to volunteers
- Support the other sites & programs in the area as needed
- Attendance of once-a-month site manager meetings outside of normal hours is required (Once a month from 1:30pm-3pm)

#### **REQUIREMENTS**

- Driver's License
- High school diploma or equivalent work experience
- Ability to work independently
- Ability to work with people and particularly with senior adults.
- Ability to stand during shift and lift 20 lbs

This is a part-time position with a starting rate of \$15.50/ hr.  
Usual hours of operation 8am–1pm, Monday–Friday. Specific time varies by site.

#### **BENEFITS**

- Paid holidays & emergency closure days
- Vacation & sick leave accrued monthly

#### **LOCATION(S):**

Downtown Raleigh, NC

#### **TO APPLY**

Please email [glenn@wakemow.org](mailto:glenn@wakemow.org) a cover letter stating why you are interested in working for Meals on Wheels and your resume.