



**Position:** County Meal Program Assistant

**Division:** Senior Services

**Job Classification:** Part – time Hourly, Non-Exempt, 20 hours per week

**Reports to:** County Meal Program Coordinator/Social Worker

**Created:** 03/28/2023

**Revised:**

The purpose of the Adult Nutrition Program is to reduce hunger and food insecurity and promote socialization, health, and well-being among older adults. The County Meal Program Assistant is a remote position requiring travel to a variety of sites within western Kenosha County in order to support Meals on Wheels and dining site operations.

### **Duties and Responsibilities:**

This list of duties is not to be construed as all-inclusive and may be modified as need requires.

- Travel to various locations in western Kenosha County (west of I94)
- Deliver Meals on Wheels routes as needed
- Supervise Bassett Creek pick-up site on Wednesdays and Friday (includes taking food temperatures, packing meal bags, greeting volunteers, cleaning oven and bags etc.).
- Assist with onboarding and training newly recruited volunteer drivers
- Assist with onboarding clients
- Assist with special events and related tasks
- Courier supplies/paperwork to multiple county sites as needed
- Maintain standards of safety and sanitation
- Assist with monthly data entry
- Assist with volunteer outreach/marketing
- Assist with distribution of frozen meals and emergency food boxes

### **Qualifications:**

- Minimum high school diploma or GED
- Knowledgeable in needs and concerns of elderly
- Must be flexible as program needs may change from day to day
- Ability to maintain strict confidentiality, courtesy and tact towards volunteers and clients
- Must be energetic and enjoy organizing and leading activities
- Possess basic word processing, spreadsheet, database, and data entry skills
- Possess excellent verbal and written communication skills
- Possess a valid driver's license, reliable vehicle, and car insurance
- Well versed in Western Kenosha County region is a plus but not required

**Pay Rate:** \$14 hourly

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send resume and/or letter of interest to [jabate@kafasi.org](mailto:jabate@kafasi.org)