



**Job Opening Announcement
July 2022**

Meals on Wheels Monitor

This position is based in Mesa, Arizona

Aster Aging, Inc. empowers and supports older adults and their families to remain independent and engaged in our communities. Our non-profit organization provides a full continuum of services, with core programs that include: Center-Based Services, Meals on Wheels, In-Home Support, Outreach / Social Services, and Contracted Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

We are currently recruiting for a Meals on Wheels Monitor. This position will deliver meals and provide wellness checks for homebound older and disabled adults in a friendly, caring and timely manner. Complete status forms and record meal temperatures. Provide excellent customer service.

Part Time non-exempt position – Weekday morning hours
Competitive wage and benefits package

Qualifications include: High school diploma or equivalent. Direct experience working with older and disabled or demonstrated sensitivity to their needs. Work history that demonstrates reliability, flexibility, and excellent customer service.

Requirements include: an Arizona driver's license and reliable vehicle to use in the performance of work. Ability to obtain a Level I fingerprint Clearance card and compliance to Aster's background check policies, including a clean and safe driving record. Ability to lift up to 25 pounds and sit or stand for long periods of time.

Please refer to the Job Description for additional information and requirements

Interested applicants are encouraged to submit their resumes to:

Human Resources HR@asteraz.org
Aster Aging, Inc.
45 West University Drive, Mesa, Arizona 85201
Phone: 480-964-9014, Fax: 480-898-7306

Position is considered open until filled.

Equal Opportunity Employer.

Aster Aging, Inc.
Job Description: Meals on Wheels Monitor

Overview: Within the scope of the organization's mission and under supervision and guidance from the Meals on Wheels Manager, the Monitor is responsible for meal delivery, performing daily wellness checks for clients, and providing excellent customer service to homebound older and disabled adults in the community.

Major Duties:

1. Deliver meals to eligible participants in a friendly, caring and timely manner.
2. Perform wellness checks on all participants at time of meal delivery. Report any unusual findings or concerns to the Meals on Wheels Manager in a timely manner to receive guidance and direction.
3. Collect participant signatures and accurately complete all necessary status forms. Deliver monthly menus, newsletters and other information as needed.
4. Accurately record meal temperature checks. Maintain meals at required temperature as determined by Maricopa County Health regulations and communicate any deficiencies.
5. Clean and maintain Meals on Wheels vehicles (when applicable), hot bags, ice chests and related equipment and supplies. Return clean equipment neatly to specified areas.

Other Duties:

- Foster appropriate and courteous communication and positive relationships with supervisor, staff, clients and other community members. Work as a collaborative and proactive team member.
- Ensure that Aster's policies, standards, and decisions are implemented and maintained.
- Follow all state/city traffic and safety rules and regulations.
- Other duties as needed and appropriately assigned.

Qualifications:

1. High School Diploma or equivalent.
2. Direct experience working with older or disabled adults and/or demonstrated sensitivity to their needs.
3. Work history that demonstrates reliability, flexibility and excellent customer service.
4. Effective oral communication and interpersonal skills. Ability to encourage teamwork and work cooperatively with others. Ability to work effectively with diverse communities. Multicultural competency. Bilingual Spanish-English helpful.

Requirements:

1. Ability to lift up to 25 lbs; ability to sit or stand for long periods of time.
2. Ability to obtain Level I Fingerprint Clearance Card and comply with Aster's background check policies, including a clean and safe driving record.
3. Ability to complete training to obtain Food Handler's Card.
4. Reliable transportation to use in the performance of work and possession of valid AZ driver's license and vehicle liability insurance.

Responsible to: Meals on Wheels Manager

Status/Hours: Part-time non-exempt position

Primary Work Site: Mesa Downtown or Red Mountain Senior Center, Mesa Arizona

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