



Empower and enrich the lives of older adults, adults with disabilities and their caregivers.

The Aging & Disability Resource Center has the following employment opportunity open.

Posted: Monday, April 25, 2022

Submission Deadline: Continuous until filled

Homebound Meals Assistant

Join our team where we believe that diversity makes us stronger!

The ADRC values individuals with diverse experiences and perspectives, are collaboration focused and works to build connected relationships with community partners and customers.

Flexible, part-time positions available to join our Homebound Meal Team in the packaging and delivery of meals to older adults in the greater Green Bay area. Opportunities available weekday mornings from 8:00a to 1:00p. No weekends and closed for most major holidays. Additional responsibilities include inventory management, orienting new volunteers and employees to program operations, cleaning and sanitation, and ensuring program requirements are met. Requirements include: valid driver's license and access to reliable, insured vehicle. Mileage reimbursement available.

Applications are accepted on-line only.

Apply online at <https://www.governmentjobs.com/careers/browncounty>.

Applications must be completed online.

If you are a person with a disability and need accommodation at any time during the recruitment or hiring process, please inform the Brown County Human Resources of your need.

Due to the high volume of applications received, only candidates that are selected to interview or test will be contacted.

The Aging & Disability Resource Center of Brown County is an equal opportunity employer working under an affirmative action plan.

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All people are valued, celebrated and connected to a life of possibilities.

ADRC CLASS SPECIFICATION

January 2018

JOB TITLE: HOMEBOUND MEALS ASSISTANT

REPORTS TO: HOMEBOUND MEALS COORDINATOR

DEPARTMENT: AGING & DISABILITY RESOURCE CENTER

JOB SUMMARY:

Assists in the packaging and delivery of the meals for the Homebound Meal Program.

MAJOR RESPONSIBILITIES:

Assists with packaging meals for home delivery.
Delivers meals to homebound participants when necessary.
Assists the Homebound Meal Coordinator in maintaining accurate program documentation.
Provides coverage for the Homebound Meal Coordinator and other nutrition program areas when needed.
Ensures the homebound meal site and equipment used in the packaging and delivery of the food meets sanitation guidelines.
Assists with the training and monitoring of volunteers to package and deliver meals.
Completes ongoing inventories to assure adequate nutrition supplies are on site
Participates in the quarterly information and planning meetings for the Nutrition Program.
Participates in the planning and goal setting efforts of the ADRC.
Participates in the work setting as a team player.
Has a “Duty to Report” during a community emergency/disaster according to the ADRC Emergency Preparedness Plan

MATERIALS AND EQUIPMENT USED:

Food Service Equipment.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma/HSED/GED or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

Licenses and Certifications Preferred:

Serving Safe Food Certification
Valid State of Wisconsin driver’s license and a satisfactory driving record.
CPR/AED certification.

Knowledge, Skills and Abilities:

Knowledge of quality food service standards and specifications.
Knowledge of proper food storage and food service equipment.
Knowledge of older and disabled adults’ needs.
Ability to understand and practice the confidential nature of the position.
Ability to work well with co-workers and volunteers
Ability to understand and complete written and oral instructions.
Ability to work with minimal supervision.
Ability to relate to clients, with respect and address difficult situations in a tactful manner.

Homebound Meals Assistant

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Ability to maintain confidential information.

Ability to lift up to 45 pounds.

PHYSICAL DEMANDS:

Lifting 45 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Extended periods of standing, walking and driving; intermittent sitting.

Using hand(s) for single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people, objects or injuries at varied distances under a variety of light conditions.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

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