



**We are looking for someone who is value-based and committed to moving our vision forward for older adults, adults with disabilities and their caregivers!**

## **Homebound Meals Assistant**

Employment Status: Part-Time (25 hours/week) / Non-Exempt  
Hourly: \$13.3292

Schedule: Weekday mornings from 8:00a to 1:00p. No weekends and closed for most major holidays.

**Submission Deadline:** Continuous until filled.

**WHY YOU'LL LOVE WORKING HERE //** Each day is an opportunity to help others and make a difference in your community. You'll be a part of a mission driven, team-based organization that is committed to:

- Empowering growth through training, enrichment, and leadership opportunities
- Working together to elevate each other
- Fostering partnerships through meaningful interactions
- Disrupting the status quo to envision and create our future
- Being a catalyst for change
- Cultivating joy and celebrating one another

**YOUR IMPACT //** More than just a meal.

- Pack a lunch - and a smile! Assist with daily meal preparation of more than 500 meals.
- Create connections while reducing isolation and loneliness during meal deliveries.
- Help staff, volunteers, and customers stay safe by maintaining a clean work environment.
- Set the team up for success! Each team member brings unique skills that contributes to a joyful environment that gets the job done.

**YOUR EXPERIENCE //** We hire great people from a wide variety of backgrounds, because we believe it makes our agency stronger.

- 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: ServSafe Certification, Valid State of Wisconsin Driver's License and access to reliable, insured vehicle (mileage reimbursement available).



**Applications accepted online only.**

For more information on our agency and to apply visit our website:

<https://adrcofbrowncounty.org/join-our-team/>

*If you need an accommodation at any time during the recruitment or hiring process, please inform Brown County Human Resources of your need. The Aging & Disability Resource Center of Brown County is an equal opportunity employer working under an affirmative action plan.*

## **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.  
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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