



Meals on Wheels Associate

SeniorsPlus – Lewiston Location

Excellent Opportunity with Meals on Wheels (MOW)!

Want to make a difference in the life of older adults or those with disabilities? SeniorsPlus has an immediate opening for a **32 hours/week** position in our **Lewiston location**.

Working in a team environment, the position provides timely assessments for determining program eligibility and utilizing a computerized system for program coordination.

Assessments are completed by asking questions and making observations using set standards as well as maintaining electronic client records. Additionally, the position delivers nutritious meals to client homes and congregate sites as needed.

Essential Duties and Responsibilities include but are not limited to:

- Conducting assessments by phone and an initial home visit to determine program eligibility
- Entering client and meal data in computerized systems
- Maintaining route books and daily meal logs
- Coordinating meal orders with MOW kitchen staff
- Packing meals for deliveries
- Delivering other items and materials to clients as requested, along with meals
- Maintaining and cleaning food delivery equipment and delivery vehicle

Minimum Qualifications:

- High school diploma or equivalent
- Two years' experience in a clerical or administrative office position or equivalent combination of education and experience
- Proficiency with Microsoft Office and use of databases required
- Must have a valid Maine Drivers' License with good driving record along with proof of motor vehicle liability insurance
- Good customer service skills
- ServSafe Certification (Employer will provide.)

- Must pass a driver's license, reference, and criminal conviction background check for any offer of employment.

Benefits:

- Thirteen paid holidays and generous Earned Benefit Time
- Health insurance
- Dental insurance
- Vision program
- Life and Accidental Death & Dismemberment Insurance
- Short Term Disability Insurance
- Pension Plan
- Employee Assistance Program (EAP)

Job Type & Pay:

- Full-time position
- \$16.00-\$18.02/hour.

Shift & Workdays:

- Day shift position with no weekends

Interested individual should submit a resume to jobs@seniorsplus.org or:

Human Resources
SeniorsPlus
8 Falcon Road
Lewiston, ME 04240

SeniorsPlus is an equal opportunity employer