



507 1<sup>st</sup> Ave. N  
Escanaba, MI 49829  
(906) 786-7080 – Phone  
(906) 789-9423 – Fax

The Community Action Agency Senior Services Program is currently accepting applications for the following position:

Part-time **Substitute Meal Runner** in Menominee. Hours are variable and are generally scheduled between 9:45 a.m. – 2:30 p.m., Monday through Friday. An agency vehicle is provided.

Candidates must possess a high school diploma/GED and a valid driver's license.

We are looking for applicants that have a great rapport with senior citizens, possess organizational skills and have a clean driving record.

Entry wage is \$11.22 – \$11.73 depending on experience.

Benefits include a 403(b) retirement plan and access to our Employee Assistance Program.

Please submit a completed application to MDSCAA, Attention: Menominee Senior Center Administrator, 507 1<sup>st</sup> Ave. N, Escanaba, MI 49829 **OR** send an email to [hr@mdscaa.org](mailto:hr@mdscaa.org).

An online application can also be completed using the following link: <https://pdf.ac/OP1k2>

Menominee Delta Schoolcraft Community Action Agency is an affirmative-action, equal-opportunity employer. MDS Community Action Agency programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.



**Job Title:** Substitute Meal Runner      **Location:** Senior Citizens Center  
**Revised:** January 2021      **Program:** Senior Services  
**Reports To:** Senior Center Administrator      **Classification:** Substitute

## POSITION OVERVIEW

Deliver meals to the homebound, and in some cases, congregate and contracted meals. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and their funding sources.

## GENERAL SUMMARY

- Substitute employees will be called to fill in when extra help is needed, or to substitute for a regular employee who is unavailable to work her/his schedule.
- Substitute employees will be paid the entry level wage for the position they are filling in for.
- Substitute employees will not accumulate personal, sick or longevity leave, or be eligible for other agency benefits.

## REQUIREMENTS

- Must possess valid driver's license with an acceptable driving record and vehicle must be insured.
- Experience working with elderly helpful.
- Must be able to make good decisions, including during emergency situations.
- Must submit to criminal background checks.

## JOB ESSENTIALS

- Assist with packing meals, double check to make sure all meal components are accounted for, and load meals into vehicle.
- Maintain efficient meal routes and accurate documentation sheets, including meals delivered and cancellations.
- Must be aware of change in client's health or environment and report any changes to center staff.
- Must either see or hear client to insure client is home and all is well.
- Follow procedures that ensure the best possible meal temperatures throughout route.
- Record meals delivered on route sheets, track cancellations.
- Wipe down daily equipment (i.e., trays, coolers, meal containers, etc.) used in packing and delivery of meals.
- Keep vehicle clean and well-maintained.
- Follow proper lifting procedures.
- Follow nutrition services policies and procedures.
- Maintain client/participant confidentiality.
- Attend all trainings and meetings as required by supervisor.

## ADA Physical Activities Requirements

- Climbing: Up or down stairs, using feet and legs and/or hands and arms. Body agility is emphasized.
- Balancing: Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- Pushing: Using upper extremities to press against something with steady force to thrust forward, downwards or outward.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Hearing: Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.

### ADA physical requirements of this position

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- **The visual activity requirements, including color, depth perception and field vision.**
- The worker is required to have close visual acuity to operate motor vehicles.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.
- **The conditions the worker will be subject to in this position.**
- The worker is subject to outside environmental conditions. No effective protection from the weather. The worker is subject to both environmental conditions. Activities occur inside and outside.

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND  
OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF  
SENIOR SERVICES DIRECTOR OR SUPERVISOR**