



## Home Delivered Meals Site Manager

**Location:** Downtown Raleigh, NC

Meals on Wheels of Wake County is dedicated to serving over 1,400 lunchtime meals every weekday to homebound older adults and individuals with disabilities in Wake County. We are seeking a passionate and organized **Home Delivered Meals Site Manager** to join our team at our largest distribution site in downtown Raleigh. In this role, you will work closely with volunteers and staff at your site to ensure our senior clients receive nutritious meals and a friendly wellness visit at their home every weekday.

### Key Responsibilities:

- Collaborate with the co-site manager to ensure all daily routes are efficiently covered by volunteers.
- Coordinate the packing and distribution of hot meals with the volunteer team.
- Foster a positive and rewarding environment to encourage volunteer retention.
- Provide training and ongoing support to both new and current volunteers.
- Communicate site needs effectively to volunteers and the management team.
- Set up and break down the meal packing area daily.
- Deliver meals on routes that cannot be covered by volunteers.
- Maintain accurate and up-to-date records in the volunteer database.
- Participate in monthly meetings and mandatory training sessions.
- Contribute ideas for process improvements and volunteer engagement at the distribution site.
- Provide support to team members and assist other sites as needed.

### Qualifications:

- High school diploma or equivalent experience.
- Physical ability to stand during shifts and lift up to 25 lbs.
- Proficiency in Microsoft 365 products.
- Valid driver's license and access to reliable transportation for meal deliveries.
- Ability to engage with a diverse population and communicate respectfully with clients, volunteers, and coworkers of varying backgrounds and cognitive abilities.
- Highly organized with the capacity to adapt to priorities in a fast-paced environment.
- Strong problem-solving skills, work ethic, and reliability.

- Ability to work collaboratively with the co-site manager and volunteers, as well as independently when necessary.
- Passion for working with an organization that supports seniors in the community.

### **Position Details:**

- This is a part-time position with a starting rate of \$17/hour.
- Usual hours of operation are Monday to Friday, 8 AM – 1 PM.
- Employees accrue vacation and sick hours.

### **To Apply:**

If you're ready to make a difference in our community, please email your resume and cover letter to [stephanie@wakemow.org](mailto:stephanie@wakemow.org). We kindly ask that you refrain from making phone calls regarding this position.