



JOB DESCRIPTION

JOB TITLE: Courier

REPORTS TO: Meal Center Director/ Meal Center Manager

FLSA STATUS: Non-Exempt, Full-Time

DIVISION: Meal Center

HOURLY: \$20.00 – \$22.00 per hour, based on experience

LOCATION: Kitchen & Senior Innovation Hub, 9590 Chesapeake Drive

SUMMARY:

Under the direct supervision of management, the courier's primary responsibility is to collect meals from the Meal Center and deliver them to volunteer drivers at specified distribution sites.

DUTIES & RESPONSIBILITIES:

- Coordinate with the Meal Center supervisor to confirm the daily meal count.
- Conduct a pre-drive inspection of the delivery vehicle.
- Complete the required daily courier paperwork.
- Maintain cleanliness, sanitation, and personal hygiene in the Meal Center and in the delivery vehicle.
- Pack meals and beverages, ensuring accuracy and attention to detail.
- Load and delivery meals to designated distribution sites.
- Unload and distribute meals to volunteers and Immediate Response drivers, ensuring accuracy and attention to detail.
- Provide backup delivery for routes without volunteer coverage, ensuring all routes are covered.
- Coordinate with on-site volunteers as needed.
- Return to distribution sites to collect empty equipment at the scheduled time.
- Return containers to the Meal Center and clean them daily before reloading them into the delivery vehicle for the next day.
- Refuel the delivery vehicle as needed.
- Assist kitchen staff and handle other assigned duties as directed by management.



QUALIFICATIONS:

The ideal candidate will have the following:

- High school diploma or GED equivalent.
- Preferred experience in delivery driving.
- Must have a valid California driver's license and a clean driving record according to the DMV.
- Proficiency in using maps, written route directions, and our Mobile Meals App.
- Familiarity with food service sanitation procedures.
- Ability to follow instructions, establish procedures, and work well with Meals on Wheels staff and volunteers.
- Clear communication skills, both written and oral.
- Strong organizational abilities.
- Basic aptitude in arithmetic to distribute exact quantities of meal items to volunteers and Immediate Response drivers.
- Available to work 35-38 hours per week, up to 6-8 hours per day shift, Monday through Saturday.
- Capable of lifting 35-55 lbs. multiple times per day.
- Commitment to completing tasks within specified timeframes with attention to detail.

REQUIREMENTS:

Standard office environment. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions. Must have a valid California driver's license. Physical requirements include standing, sitting, typing, bending, and lifting to approximately 35 lbs. The noise level in the work environment is moderate. Must have reliable transportation.

Successful candidates for this position will be subject to a background check as a condition of employment.



SUMMARY OF BENEFITS

- 160 hours of Paid Time Off (PTO) Annually - subject to the MOWSD PTO policy
- 11 Paid Holidays Annually
- Medical Insurance - Choice of 4 HMO plans+ 2 PPO through Meals on Wheels Group Plan
- Dental Coverage & Vision Coverage
- Life, Long-Term Disability (LTD), Employee Assistance Program (EAP)
- Flexible Spending Account
- 401 (k) plan, including up to 3% employer matching contribution.

TO APPLY:

Please send your cover letter and resume to the Human Resources Coordinator at humanresources@meals-on-wheels.org. Applications will not be considered complete without both.

Note: *This position is considered “NON- EXEMPT” by the Fair Labor Standards Act. This organization reserves the right to revise or change duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. Meals on Wheels San Diego County is at “at-will” employer. Criminal background checks, fingerprinting, and bonding are required.*