

**Aster Aging, Inc.**  
**Job Description: Meals on Wheels Monitor**

**Overview:** Within the scope of the organization's mission and under supervision and guidance from the Director of Meals on Wheels, the Monitor is responsible for meal delivery, performing daily wellness checks for clients, and providing excellent customer service to homebound older and disabled adults in the community.

**Major Duties:**

1. Deliver meals to eligible participants in a friendly, caring and timely manner.
2. Perform wellness checks on all participants at time of meal delivery. Report any unusual findings or concerns to the Director of Meals on Wheels in a timely manner to receive guidance and direction.
3. Collect participant signatures and accurately complete all necessary status forms. Deliver monthly menus, newsletters and other information as needed.
4. Accurately record meal temperature checks. Maintain meals at required temperature as determined by Maricopa County Health regulations and communicate any deficiencies.
5. Clean and maintain Meals on Wheels vehicles (when applicable), hot bags, ice chests and related equipment and supplies. Return clean equipment neatly to specified areas.

**Other Duties:**

- Foster appropriate and courteous communication and positive relationships with supervisor, staff, clients and other community members. Work as a collaborative and proactive team member.
- Ensure that Aster's policies, standards, and decisions are implemented and maintained.
- Follow all state/city traffic and safety rules and regulations.
- Other duties as needed and appropriately assigned.

**Qualifications:**

1. High School Diploma or equivalent.
2. Direct experience working with older or disabled adults and/or demonstrated sensitivity to their needs.
3. Work history that demonstrates reliability, flexibility and excellent customer service.
4. Effective oral communication and interpersonal skills. Ability to encourage teamwork and work cooperatively with others. Ability to work effectively with diverse communities. Multicultural competency. Bilingual Spanish-English helpful.

**Requirements:**

1. Ability to lift up to 25 lbs; ability to sit or stand for long periods of time.
2. Ability to obtain Level I Fingerprint Clearance Card and comply with Aster's background check policies, including a clean and safe driving record.
3. Ability to complete training to obtain Food Handler's Card.
4. Reliable transportation to use in the performance of work and possession of valid AZ driver's license and vehicle liability insurance.

**Responsible to:** Director of Meals on Wheels

**Status/Hours:** Part-time non-exempt position

**Primary Work Site:** Aster Senior Center at Mesa Downtown or Aster Senior Center Red Mountain

Equal Opportunity Employer