

Formerly Abbotsford Community Services

JOB POSTING #2025-42-02

INTERNAL/EXTERNAL

Meals on Wheels Program

Meals Services Coordinator

Wage: \$25.77 per hour

Part-Time: 28 hours per week, Monday to Thursday

Temporary

Until March 31, 2026 (with possibility of extension)

Provide Meals Services for Seniors in Abbotsford

Join the team at Archway

Come Help Us Help People

Abbotsford

On Site

Job Summary:

The Program Coordinator of Meals Services oversees the daily operations of the Meals on Wheels Program. This position is responsible for program development, recruiting and onboarding volunteers, delivering consistent and quality service to clients, and liaising with community stakeholders & suppliers. The Program Coordinator oversees the Meals on Wheels volunteers and practicum students to ensure continuous operation and delivery of the program.

Your Role:

Archway's Meals Services Coordinator with the Meals on Wheels Program contributes by:

- Coordinating meal supplies and facilities needed.
- Orders meals as needed for each day and ensures Meals on Wheels route sheets and meals are ready for the volunteers.
- Coordinating the work of volunteers and delegating Meals on Wheels routes to volunteers.
- Coordinating schedules for other program volunteers.
- Coordinates meal supplies and facilities needed for the programs.
- Ensuring program vehicles are maintained and kept in good working order including regular maintenance and oil changes, and regular washing and vacuuming.

This position is a great fit for someone who enjoys working with people, wants to help seniors receive food, work in food security, is skilled in managing projects, and has great planning and organizing skills!

Our Offer

- Wage: \$25.77 per hour
- A part-time position at 28 hours per week, availability Mondays to Thursdays, from 7:30 AM to 3:00 PM.
- Temporary until March 31, 2026.
- Benefits include:
 - Three weeks' pro-rated vacation.
 - Three pro-rated wellness days per year.
 - Pro-rated sick leave days per year.
 - Opportunity to exchange a statutory holiday for a cultural day celebration.
 - A great benefits plan including extended health and dental; you choose your plan.
 - Employee and Family Assistance Program.
 - Access to online wellness resources including newsletters, physical health videos and wellness events.
 - Free use of Archway's wellness equipment.
 - Great in-house training opportunities.
 - Rewarding work in a positive and supportive environment.
 - Work/Life balance.

Getting an Interview – you will be considered if you have:

- Social Services Diploma or a minimum of one-year relevant work experience.
- At least one-year experience managing 10 or more volunteers.
- At least one-year experience providing services to seniors is an asset.
- Valid Class 5 BC Driver's License and a clean driver abstract.

The Job Requires you to have:

- Strong planning, organization, and time management skills.
- Good relationship building and networking skills.
- Ability to drive for work.
- Completion of Food Safe Certificate is a condition of employment.
- This position may include periods of motion including walking and lifting or carrying items up to 30lbs.
- A satisfactory Criminal Records Check is a condition of employment.
- Emergency First Aid with CPR Level C.

Closing date is July 15, 2025.

TO APPLY

Interested applicants are to reference **Posting #2025-42-02 in the subject line.**

Please submit your cover letter and resume **online only** to:

Email: jobpostings@archway.ca

Subject: Job Posting #2025-42-02

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.

We're proud to share that Archway was recently recognized for having a 5-Star Safety Culture!

Every year, Canadian Occupational Safety (COS) recognizes organizations across Canada that exemplify excellence in fostering robust workplace safety cultures. Winners demonstrate a commitment to proactive risk management, comprehensive training, and employee engagement.

This award reflects our ongoing commitment to creating a workplace environment where employees feel safe, seen, and supported.

If you're interested in working for an organization where safety is a priority, come work with us at Archway.