

Formerly Abbotsford Community Services

JOB POSTING #2023-42-02

INTERNAL/EXTERNAL

Meals on Wheels Program – Seniors Services

Seniors Meals Services Coordinator

Wage: \$23.93 per hour

Part Time: 27 hours per week, Monday to Thursday, 7:30 AM to 2:45 PM

Temporary to March 31st, 2024, with the possibility of an extension

Provide Meals Services for Seniors in Abbotsford

Join the team at Archway

Come Help Us Help People

Location: Abbotsford

On Site

Job Summary:

The Seniors Meals Services Coordinator for the Meals on Wheels Program with Seniors Services at Archway is responsible for the day-to-day operations of the Program, including recruiting and onboarding volunteers, creating and updating delivery schedules, making deliveries when volunteers are not available, liaising with community partners and suppliers, and keeping the community delivery vans maintained.

Your Role:

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

- Coordinating meal supplies and facilities needed.
- Ordering meals for each day and ensuring Meals on Wheels route sheets are at the food supplier ready for the volunteers.
- Coordinating the work of volunteers and delegating Meals on Wheels routes to volunteers.
- Delivering meals when volunteers are not available.
- Coordinating and updating schedules for the program volunteers and providing schedule back-up.
- Ensuring program vehicles are maintained and kept in good working order including making arrangements for regular maintenance and oil changes, and regular washing and vacuuming the vehicles.

This position is a great fit for someone who enjoys working with people in a hands-on environment, wants to help seniors receive food, is skilled at scheduling, planning and organizing, is able to coordinate the work of volunteers, is ready and willing to deliver meals when needed, and takes the initiative to ensure the program runs smoothly!

Our Offer

- Wage: \$23.93 per hour.
- A part-time position at 27 hours per week, availability Mondays to Thursdays, from 7:30 AM to 2:45 PM.
- Temporary until March 31st, 2024, with the possibility of an extension.
- Benefits include:
 - Three weeks' pro-rated vacation.
 - A great benefits plan including extended health, and dental, you choose your plan.
 - Employee and Family Assistance Program that includes online access to wellness resources.
 - Great in-house training opportunities.
 - Rewarding work in a positive environment.
 - Opportunity to network with Archway colleagues and community partners.

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

- Social Services diploma or equivalent work and study experience.
- Experience working with seniors.
- Experience coordinating volunteers is an asset.

The Job Requires you to have:

- Strong planning, organization, and time management skills.
- Good relationship building and networking skills.
- Ability to work on site in Abbotsford, BC.
- Valid Class 5 BC Driver's License and a satisfactory driving record.
- Ability to drive for work.
- Food Safe Certificate is a condition of employment.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is September 24, 2023.

TO APPLY

Interested applicants are to reference **Posting #2023-42-02 in the subject line.**

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #2023-42-02

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 invest in the mental health and wellbeing of our employees.