

SITE MANAGER – MEALS ON WHEELS – Millis
Part-Time – Monday – Friday 9 am-1 pm

Meals on Wheels Program: Site Manager needed to manage the daily operation of the Meals on Wheels Program. Responsibilities include assist with and manage all procedures of the Nutrition site, coordinating the delivery and serving of lunches to homebound elders. Plan programs, recruit, train and supervise volunteers, and maintain project records. Deliver meals as needed.

QUALIFICATIONS: Strong organizational, interpersonal skills. Able to deliver meals to homebound elders as needed. Experience with community-based programs and coordinating outreach activities preferred. ServSafe Certification preferred. Must have a valid MA driver's license and provide own transportation.

SALARY: \$15.25 per hour.

Benefits: Accrued vacation and sick leave and holiday pay

Please submit cover letter and resume by November 16, 2023.