

HESSCO

Temporary – Limited Duration Position - Home Delivered Meals Coordinator

Job Posting:

HESSCO, a non-profit social services agency, seeks a full-time (35 hours per week) Temporary Home Delivered Meals Coordinator for the Nutrition Department. This position will work with the Nutrition Director to coordinate the daily operations of home delivered meal services. The need for a temporary Home Delivered Meals Coordinator is anticipated through March 26, 2026.

To apply to this role please submit a resume and a HESSCO application no later than February 19, 2026, to mtivnan@hessco.org.

HESSCO is an Affirmative Action/Equal Opportunity Employer and encourages all qualified candidates from diverse backgrounds to apply.

Responsibilities:

- Process and follow through on home delivered meal changes with Site Managers and Case Managers keeping accurate records and coordinating with the SIMS computer system.
- Distribute route sheets and process the kitchen report daily.
- Reconcile monthly billing with caterers.
- Prepare monthly menu and flyers for HDM and Congregate programs.
- Assist Nutrition Director with yearly Satisfaction Survey.
- Assist Nutrition Director with Site Managers' meeting and training programs.
- Work with the Nutrition Director on special projects.
- Assist with emergency procedures for hazardous weather.
- Participate in contract renewal.
- Coordinate menus for special functions at sites.
- Provide Fiscal Department with end-of-the-month reports.
- Assist with departmental tasks as needed.
- Attend necessary training and certification courses.
- Help prepare monthly training packets for sites.
- Deliver meals when needed.

Qualifications:

- Strong organizational skills, ability to multitask efficiently, and strong interpersonal skills.
- Proficiency in Microsoft Office (Word, Excel, Powerpoint), and adept at learning new software programs.
- ServSafe Certification or ability to become certified after completion of training.
- Sensitive to the needs of elders.
- Access to high-speed reliable internet access.
- A valid driver's license and access to reliable transportation required for occasional travel.

Hourly Rate: \$20.00

Benefits: Full-time Temporary employees are eligible for mandatory benefits and sick leave.