

Substitute Meal Site Manager
HOME DELIVERED MEALS PROGRAM - HESSCO Elder Services
Part-Time as needed – Weekdays 9 am-1 pm

Home Delivered Meals Program: Substitute Site Manager oversees the daily food service operations and volunteer delivery of meals when the site manager is absent. Duties include managing meal packaging, coordinating drivers, tracking routes, and ensuring food safety compliance.

Meal Sites are located at Canton, Dedham, Foxboro, Medfield, Millis, Norwood, Norfolk, Plainville, Sharon, Walpole, Westwood, and Wrentham.

Responsibilities:

- Manage and assist all activities of the Nutrition site
- Coordinate the delivery and serving of lunches to homebound elders
- 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.
- Must have a valid MA driver's license and provide own transportation

SALARY: \$15.00 per hour

Interested applicants should submit a resume or HESSCO application to Carrie Ganz
cganz@hessco.org.