

Part-time Home Delivered Meal Driver

Eliminating racism. Empowering women. YWCA Metropolitan Phoenix's mission lives in the soul of everyone at YWCA because we demand a world of equity and human decency. We envision a world of opportunity. We commit ourselves to the work of justice. Every day, we get up and do the work, until institutions are transformed; until the world sees women, girls, and people of color the way we do: Equal. Powerful. Unstoppable. All YWCA staff members are expected to function as self-directed members of a collaborative team, to model professional standards and the YWCA Mission, and to help sustain an environment that encourages women's and girls' investment in themselves and the YWCA movement. Successful candidates are on their own racial justice learning journey. We believe in **Self-Managed Teams (Learning, Creating, and Leading Together), Collaboration, Co-creation, Inclusivity, Respect, Engaged and Engaging, Fun and Joy.**

Work Environment: Work is performed throughout the Glendale area

Position Summary:

YWCA provides an excellent work environment with competitive pay and the opportunity for professional and personal growth. Success in this position will depend upon a positive outlook, solid work ethic, and the ability to operate in a team environment, as well as function independently where required.

Home Delivered Meal Driver ensures meals are delivered to individuals who are homebound due to health, physical, and/or cognitive impairments. Provide interaction, observation, support and resources to clients for seamless service delivery. Demonstrates a learning mindset and is comfortable with social and racial justice initiatives. Finally, they strive toward equitable systems, more connected communities, and relationships with people from various economic and geographic backgrounds.

We encourage all who are interested and are passionate about serving the community, who meet most of the minimum qualifications or skills below and meet all the required licenses/certifications to apply.

Essential Functions

- Follow sanitation, food handling and food storage guidelines when packaging home delivered meals
- Ensure safe delivery of meals to homebound clients
- Provide interaction and observation of clients, report and document any changes in condition to HDM Manager for follow-up
- Follow safety, sanitation, food handling and food storage guidelines to remain in compliance with the Maricopa County Dept. of Health Services, Area Agency on Aging and OSHA guidelines
- Obtain client signatures for authorization of service
- Effectively communicate by phone and in person with diverse audiences
- Ability to manage both strategic and tactical responsibilities
- Must be able to exercise excellent independent judgment

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- Provide quality seamless customer service with employees, clients, agencies, vendors, partners and the public
- Maintain confidential client information and maintain program documentation
- Must have use of a reliable vehicle for meal delivery
- Other duties as they emerge

Required Skills

- Excellent driving skills
- Dependable
- Works collaboratively within a team environment
- Ability to take ownership/responsibility of tasks assigned/held
- Ability to navigate quickly between tasks
- Can coordinate multiple tasks simultaneously
- Ability to be flexible and adaptable to changing work environments, priorities, and organizational needs
- Highly motivated, self-directed, and proactive problem solver
- Ability to navigate with empathy with older adult populations
- Able to inquire with thoughtfulness and kindness while keeping communities at the forefront
- Excellent communication skills – both verbal and written
- Reach, bend, stoop and frequently lift up to 25 pounds

Desired Qualifications

- Minimum 2 years of experience in social service setting, or customer service-related industry

Responsible to: Home Delivery Meal Services Manager

Job Type: Part Time

Hourly: \$16.05

Schedule: Between 8:30am - Noon, approximately 12 to 16 hours per week, daily-Mondays through Thursdays

Benefits: *after 90-day waiting period*

- Sick time
- Vacation time

License/Certification Requirements:

- Must be 18 years or older
- Have a high school diploma or equivalent
- Have a valid Arizona Driver's License with no driving restrictions
- Must be eligible to work in the U.S. (E-Verify confirmation)
- Obtain a Food Handlers Card Certification (obtain prior to, or within one month of employment)



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- Pass Arizona Department of Public Safety background level one clearance and obtain the corresponding fingerprint clearance card (prior to employment)
- Have valid and current auto liability insurance coverage with the minimum coverage required by the State of Arizona

TO APPLY:

Submit your resume and 3 references to:

YWCA Metropolitan Phoenix

Subject: Home Delivered Meal Driver

Attn: jobs@ywcaaz.org

Open until filled

YWCA Metropolitan Phoenix is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQ2S+ individuals, seniors, and people with disabilities. YWCA Metropolitan Phoenix will provide accommodation in all aspects of the hiring process. If you require accommodation, we will work with you to meet your needs.