

KITCHEN AIDE/DRIVER Position Announcement

Do you want to be part of an innovative organization making an impact upon the quality of life for hundreds of vulnerable Yolo County seniors and disabled? Is the “why” you do your job a priority in your career? Then you may be the hero we’re seeking to provide nourishing meals to aging adults countywide lacking the access and/or the ability to dependably prepare their own healthy meals.

MOW YOLO APPROACH:

Meals on Wheels Yolo County (“MOW Yolo”) is adding Kitchen Aide/Drivers at multiple MOW Yolo locations to our already inspired team. We are looking for Kitchen Aide/Drivers who will:

- Positively engage with our meal recipients
- Positively engage with our volunteers
- Be a great team player with our current staff
- Embrace our Operation Accelerate goals to nourish more seniors, more nutritiously, and more equitably
- Positively represent MOW Yolo to the community

POSITION SUMMARY:

Kitchen Aide/Drivers report to the Food Services Manager. Kitchen Aide/Driver help prepare nourishing meals and potentially transport those meals to various locations. The Kitchen Aide furthers the MOW Yolo mission of providing nutrition to vulnerable senior citizens and others with mobility challenges.

REGULAR WORK SCHEDULE:

Part-time; days and hours may vary by job site, but typically will be either a Monday – Friday 7:00 a.m. – 12:00 p.m. or Monday, Wednesday, and Thursday 8:30 a.m. – 1:30 p.m. schedule. MOW Yolo operates locations in Woodland, West Sacramento, Davis, and Winters.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Prepare and package nourishing meals for MOW Yolo meal recipients in a fast-paced commercial kitchen.
2. Adhere to proper food handling, kitchen sanitation and safety procedures. This includes maintaining a clean environment by dishwashing, sweeping, and mopping.
3. Work with MOW Yolo staff to meet stringent time deadlines regarding food preparation, packaging and delivery.
4. Accurately pack, load and unload thermal containers and ice chests containing bulk food and supplies, ensuring compliance with established food safety and portioning procedures.
5. Learn and adhere to food service protocols, kitchen appliance/tool protocols, and other safety related measures.
6. Complete food related reports in an accurate and timely manner.
7. Drive and deliver temperature-controlled food in a company vehicle.



8. Maintain positive communications with meal recipients, volunteers, staff and supervisor.
9. Maintain accurate records of company vehicle usage.
10. Use company vehicles for proper MOW Yolo purposes and keep the vehicles cleanly.
11. Proficient at using and/or learning electronic systems. Comfortable working with Microsoft Office Suite; Google Workspace familiarity is a plus.
12. Willingness to take on new tasks and responsibilities as the position evolves and MOW Yolo grows.
13. Be a positive representative of MOW Yolo.
14. Attend occasional staff meetings at MOW Yolo headquarters at 40 N. East St., Woodland.
15. Perform all other duties as assigned.

QUALIFICATIONS:

1. Lift and carry 50 lbs., stand continuously up to 5 hours, bend below the waist, and reach above the head.
2. Drive a company vehicle from one location to another for multiple hours.
3. Perform established duties, responsibilities, and expectations independently and with minimal supervision.
4. Read, write, and complete simple math to accurately maintain daily records according to specific instructions and procedures.
5. Adapt and respond flexibly, creatively, and patiently to various situations.
6. Arrive to work on time, maintain a good attendance record with an established schedule.
7. Maintain a high level of personal and professional hygiene, dress, and demeanor.

POSITION LICENSES/CERTIFICATIONS/VACCINATIONS:

1. Current California Driver's License.
2. Proof of automobile insurance.
3. ServSafe Food Handler certification. (MOW pays for this training if it is needed).
4. COVID-19 Vaccination plus Booster.

COMPENSATION AND BENEFITS

This part-time position is paid at the rate of \$17.50 per hour, payable per the regular payroll schedule and subject to applicable withholding and payroll taxes and other deductions required by law. Part time employees receive vacation and sick time accrual, paid holidays annually and may elect to participate in a 401(k) Retirement Savings Plan.

APPLICATION PROCEDURE AND TIMELINE

Please submit your resume to HR@mowyolo.org. Applicant screening will be ongoing as the goal is to welcome a new team member as soon as possible.

ABOUT MEALS ON WHEELS YOLO COUNTY

The Meals on Wheels concept first arrived in Yolo County 50 years ago, when the need for low-income, homebound seniors to receive nourishing meals was identified by compassionate volunteers. By 1975, demand had increased, and the nonprofit now known as People Resources, Inc. – operating as Meals on Wheels Yolo County – took the lead to ensure the continuity of this important work. Not surprisingly, the service level has grown more than 50 times larger since those early days. Approximately 475 Yolo County seniors in need of assistance are now provided with five nourishing meals each week via three weekly wellbeing visits by a



trained, caring volunteer. Focused upon building the organization's capacity and operational fortitude, "Operation Accelerate" is speeding ahead Meals on Wheels Yolo County's ability to nourish more seniors in more Yolo County communities, more nutritiously and more equitably in the near future.

All positions at Meals on Wheels Yolo County serve as ambassadors to ensure the resources needed for our success, and an innovative, entrepreneurial spirit is encouraged to accomplish both individual and organization-wide objectives. Visit our website for details about our programs and impact: www.mowyolo.org

****Meals on Wheels Yolo County is an Equal Opportunity Employer****