

**STOREY COUNTY JOB DESCRIPTION**  
**Meals on Wheels Coordinator**

**Class Title:** Meals on Wheels Coordinator  
**Reports to:** Senior Services Director  
**FLSA Status:** Non-Exempt  
**Created:** 04/05/22

**JOB SUMMARY**

Responsible for executing all operations of the Meals on Wheels (MOW) program including processing route sheets, vehicle maintenance, client registration forms, data entry, grant compliance, and supervision of MOW Drivers.

**EXAMPLES OF ESSENIAL FUNCTIONS**

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below:

- Responsible for processing route sheets for MOW delivery, recording cancellations and new starts, tabulating numbers and entering the results in the data collection systems.
- Communicates with kitchen staff on meal count information including changes in volumes, client comments, etc.
- Responsible for the congregate meal accounting process, from monitoring the scanning system and recording new members, to overseeing the sign-in desk.
- Answers program questions and inquires and may schedule assessment as requested.
- Tabulates numbers for state/grant reports and other duties as required.
- Hires, trains, and provides ongoing supervision and support of MOW Drivers.
- Oversees vehicle maintenance including the training and oversight of the completion of the daily vehicle inspections, scheduling routine and emergency vehicle maintenance, delivery and pickup of vehicles and purchasing vehicle supplies.
- Develops, implements and monitors vehicle cleaning policy and oversight of the MOW Drivers adherence to the policy.
- Provides regular ongoing training to MOW Drivers in compliance with county policy, grant compliance, customer service, vehicle maintenance and other training areas.
- Schedules MOW Drivers covering vacations, absences and continues to train for route continuity and appropriate coverage.
- Provide emergency support to MOW Drivers including vehicle accident, client accident/death/incident and/or lock-out welfare support.
- May cover MOW Driver position in the event of an absence or position vacancy in addition to above responsibilities.
- Perform other duties as requested

**QUALIFICATIONS**

*Knowledge of*

- Principles and practices of supervision
- How to use and maintain position's equipment and safety equipment
- Record keeping processes
- Data collection systems
- State and federal grant reporting requirements
- Vehicle maintenance requirements
- Senior Services and County policies

*Ability to*

- Read, write, and speak English
- Function independently, have flexibility and personal integrity
- Identify and recommend problem resolution
- Work independently with minimal supervision
- read, write, and speak English
- Adhere to senior center policies
- Maintain confidentiality of information
- Adhere to alcohol/drug free workplace policies.
- Cope with mental and emotional stress related to the position

**LICENSING, EDUCATION AND OTHER REQUIREMENTS**

- Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and abilities is:
  - High school diploma or equivalent; AND
  - Two years of work experience that required use of strong computer skills; skill in basic math; organizational skills; attention to detail; and strong interpersonal skills.
- Possess and maintain a Nevada Drivers License.
- Ability to pass a background check
- Possession of a Food Handler permit within 3 months of hire.

**PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- ***Physical Requirements.*** Strength, stamina, and coordination to bend, stoop, sit, and stand for long periods of time; walk for long periods of time; lift/ carry up to 50 pounds and push or pull objects exceeding 100 pounds, using appropriate body mechanics; the ability to communicate verbally in-person and by telephone, and communicate by other telecommunication devices. *In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.*

*Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*

- **Working Environment.** Position functions indoors in a kitchen environment where equipment used can raise ambient temperatures about 75 degrees Fahrenheit. Working environment is generally clean with limited exposure such as dust, fumes, noise, and odors. Frequent interruptions to planned work activities occur. There is a potential for exposure to verbal or physical aggression. Subject to unpleasant odors.

**The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

Effective the 1<sup>st</sup> day of July, 2022

Upon approval, the above language shall be amended into the Storey County Government Classification Plan.

---

Austin Osborne  
County Manager

---

Tobi Whitten  
Human Resources Director