



## JOB POSTING

### Meals On Wheels Food Service Worker

Senior Concerns | Thousand Oaks, CA | Part-Time, On-Site

#### About Us

At Senior Concerns, we believe no older adult should go hungry or feel alone.

For more than 50 years, we've helped seniors live with dignity by providing nutritious meals, care, support, and connection throughout our community.

Our Meals on Wheels program delivers more than just food—it provides wellness checks, friendly visits, and peace of mind to older adults who depend on us.

#### About the Role

We're looking for a dependable, organized, and team-oriented **Meals on Wheels Food Service Worker** to support the daily operations of our Meals on Wheels program based at Los Robles Rehabilitation Hospital.

Working alongside hospital kitchen staff, Senior Concerns team members, and dedicated volunteers, you'll help prepare meals, coordinate deliveries, maintain accurate records, and ensure our program runs smoothly each day. This is a great opportunity for someone who enjoys fast-paced work and wants to make a meaningful impact in the lives of local seniors.

#### Schedule

- Weekday and weekend shifts available
- Shifts begin between **6:00 a.m. and 9:00 a.m.**

## **What You'll Do**

### **Meal Preparation & Food Service**

- Prepare and assemble nutritious hot and cold meals
- Portion hot meals and package cold meal components
- Label, date, and properly store food
- Maintain food safety and sanitation standards
- Clean and sanitize food preparation areas, equipment, hot boxes, and delivery bags

### **Program Operations**

- Prepare daily delivery route sheets
- Organize meals for volunteer drivers
- Welcome and assist volunteer drivers during meal pickup
- Help ensure all Meals On Wheels work areas remain organized and clean

### **Administrative Support**

- Complete attendance and billing paperwork
- Assist with daily meal counts and forecasting
- Prepare reports and program documentation
- Use computer systems for printing, email, and other daily tasks

### **Team Support**

- Work closely with kitchen staff, volunteers, and program leadership
- Help oversee daily operations during assigned shifts
- Assist with additional program duties as needed

## **What You Bring**

- Food service or commercial kitchen experience preferred
- California Food Handler Certification (or ability to obtain)
- Proficient computer skills
- Strong organizational and time management abilities
- Positive attitude, strong work ethic, and excellent teamwork skills
- Strong communication and customer service skills
- Ability to work efficiently in a fast-paced environment
- Ability to lift up to 50 pounds and remain on your feet throughout the shift

## Requirements

Applicants must successfully complete:

- TB test
- Fingerprint background check
- Drug and alcohol screening
- Valid California Driver's License
- California Food Handler Certification

## Compensation & Benefits

**Non-exempt position – \$19.00 per hour**

Employees working **20 or more hours per week** are eligible for benefits after 60 days, including:

- Health benefits
- Paid time off
- Additional employee benefits in accordance with Senior Concerns policies

## Why Join Us?

- Make a meaningful difference in the lives of older adults every day
- Join a respected nonprofit serving the community for more than 50 years
- Work alongside a caring and supportive team
- Build relationships with dedicated volunteers and community partners
- Be part of a mission that delivers nourishment, connection, and hope

## To Apply

Please submit your resume to:

**Bridget Elliott**

Director of Nutrition Services

**[belliott@seniorconcerns.org](mailto:belliott@seniorconcerns.org)**