



Position title	Department	Reports to
Meal Delivery	Transportation	Dispatch Supervisor
Employment status	FLSA status	Effective date
☐ Temporary ☐ Full-time ☒ Part-time	☒ Nonexempt ☐ Exempt	8/1/26

Purpose: The mission of St. Vincent Meals on Wheels (SVMOW) is to prepare and deliver nutritious meals to homebound seniors and other vulnerable residents across Los Angeles regardless of age, illness, disability, race, religion, or ability to pay. The program operates Monday-Friday. SVMOW adheres to the following Vincentian core values: Respect, Compassionate Service, Simplicity, Advocacy for the Poor, and Inventiveness to Infinity. The Meal Delivery position transports the meals safely within assigned delivery routes providing courteous and timely door-to-door meal delivery to the client's residence

Essential Duties and Responsibilities:

Meal delivery personnel will perform both driver and runner tasks for the route. Meal delivery personnel will be responsible for delivering to **all routes, includes centers and frozen meal routes**. There may be an occasion when you are accompanied by a staff member who will deliver the meals while you drive. Meal Delivery personnel will work in conjunction with the kitchen to complete tasks required in food production. This includes and is not limited to food prep, packing, sanitation, bag cleaning, and other essential tasks. These tasks can take place before or after a route.

- Follows all health and safety/FDA guidelines.
- Adheres to existing work practices, methods, procedures, and new or alternative systems, as needed.
- Check Route Assignment and collect the clipboard and corresponding route pouch.
- Preparation for the route—count of meals (hot, cold, beverage) and other food items (breakfast, snacks, frozen) if applicable; and route-specific items such as client residence keys, gifts from MOW, payment envelopes, and temperature kit.
- Loading of vehicle—load the hot and cold meal containers, beverage bag, and other applicable food items.
- Drive safely to each address, making sure to park legally. If you have multiple deliveries in one building and have a staff member with you, the delivery should be accomplished by both the Driver and Runner. Teamwork is a major focus when you are accompanied by someone, so while one person delivers the other should be preparing the meals for the next delivery.
- Temperatures should be maintained at all times, so please make sure you securely close any containers that are left open.
- Delivery of meals to the client—check the Mobile Meal to see what each client is receiving. Make sure to pay special attention to special meals and beverages. for special meals and beverages before presenting to the client. Complete the route within established timeframes/policy.
- Take note of any instructions on the Mobile Meal app before you proceed to their door. Knock and call out "Meals on Wheels"; give the client reasonable time to answer the door before



knocking two more times; greet clients in a kind and courteous manner; follow established procedures regarding meals which cannot be delivered to the client.

- Unloading vehicles remove any leftover meals/beverages and place the designated containers on loading dock. Ensure that the equipment is returned to the right location. Remove any trash and organize the items that are left in the car such as the bin for the plastic bags, foil floor covering, and the insulated blanket.
- Sanitizing transport bags.
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Sufficient verbal communication skills to communicate effectively in both internal and external environments (bilingual Spanish is a plus)
- Strong interpersonal skills
- The ability to work with diverse staff and volunteers in a team environment
- Demonstrates a positive attitude
- Strong attention to detail
- Able to read and follow directions and instructions
- Background Fingerprint Clearance
- Drug Test Clearance

Physical Demands and Work Environment

The performance of duties involves working in a kitchen environment and standing for extended periods of time and the physical abilities to stand for extended periods of time while working and to perform repetitive motions and lift/move objects of 35 pounds or more.

- Ability to work with a diverse client population and Agency workforce in a professional and respectful manner
- Ability to safely and successfully perform the essential job functions including meeting delivery route dispatch and return times and sufficient speed on production line tasks to meet quantitative/qualitative standards.
- Ability to maintain regular, punctual attendance
- Ability to deal with the public in a professional manner
- Ability to work with a diverse client population, staff and volunteers in a professional and respectful manner

Compensation & Benefits

- Salary:\$18.42hr
- Medical, dental, and vision insurance
- 403(b) retirement plan with employer match
- Paid vacation, holidays, and sick leave
- Professional development opportunities



Why Join Us

This is an opportunity to be part of a mission driven organization that has served seniors in Los Angeles for nearly fifty years. You will help to ensure that every senior in our care is nourished with dignity, compassion, and consistency. Your work will directly support life-changing service for thousands of older adults who depend on us.

To Apply

Submit a resume and cover letter detailing your interest and relevant experience to jobs@svmow.org. Applications will not be considered complete without both.

This document does not create an employment contract, implied or otherwise, other than an at will relationship.