WE ARE **HIRING**

JOIN OUR TEAM

CCCOA DBA Carroll County Meals on Wheels is a non-profit organization that offers “MORE THAN A MEAL”! We truly care about serving the seniors of Carroll County; by fulfilling their needs with a meal, transportation, grocery shopping and deliver, evidence-based programs, crafts, socialization, legal services and more! If we can’t meet our seniors needs, we offer them the best referral.

POSITION:

- The **Senior Meal Cordinator** will oversee the day-to-day meal program while maintaining a pleasant presence for senior callers and attendees.

***Full time position** with Carroll County Benefits with Paid holidays, Vacation, and Sick Leave**

RESPONSIBILITIES:

- Oversee answering the phones.
- Maintain transit scheduling logbook.
- Take daily reservations for home delivered and congregate meals and update ServTracker appropriately.
- Record new client information into Database and keep information up to date to the best of their knowledge.
- Distribute proper paperwork needed for routes, senior money counts, etc.
- Configure month end numbers for meal count and necessary reporting needs.
- Keep accurate records for necessary time frame.
- Maintain monthly newsletter.
- Other duties as required.

Call with any questions:
330-627-7017



Application and Resume submitted to:

100 KENSINGTON RD.
CARROLLTON