



Senior Resource  
ASSOCIATION

*Promoting Independence in our Community*

**Position Opening**  
**Disaster Relief Meals on Wheels Distribution Aide**  
**(Temporary/ Part-Time)**

**About the Organization**

Senior Resource Association (SRA) is a 501 (c)(3) non-profit organization that provides services to support and advocate for independence and dignity of older adults throughout Indian River County. Our organization was established in 1974 to promote an active, healthy, and independent lifestyle for older adults through a variety of client-centered programs and services. We provide nourishment, supervised socialization, transportation and information referral services for seniors and their families.

Our goal is to keep seniors healthy and in their own homes for as long as safely possible. In addition, SRA is the county-designated public transit system. Our buses provide service along 15 fixed routes throughout Indian River County. Senior Resource Association is recognized as the lead agency in Indian River County for home and community-based services for seniors and adults age 18 and older that need supervised care in a safe and welcoming environment. For more details, visit [www.SeniorResourceAssociation.org](http://www.SeniorResourceAssociation.org).

**Primary Function:**

This position is temporary and through CareerSource Research Coast Dislocated Worker Grant. Under direct supervision, organize, pack, and deliver meals to designated locations and to home bound seniors. Perform Nutrition, referred to as Meals on Wheels (MOW) task and assignments as needed to fulfill goals and objectives of program.

**Principal Responsibilities:**

*These are examples of the type of work performed. Management reserves the right to add, modify, change, or rescind work assignments as needed*

- Organize and pack daily meals for delivery.
- Check quality of meals.
- Obtain daily delivery route schedule.
- Deliver meals to designated drop off/pick up locations and to individual home bound seniors enrolled in Nutrition (MOW) program
- Check on well-being of client as meal is delivered
- Report client update, especially any unusual circumstance to Nutrition Manager and/or Nutrition staff
- Report any situation to Nutrition Manager that pertains to SRA/MOW vehicle.
- Communication with all Nutrition volunteers.
- Adhere to requirements of Nutrition Programs, including but not limited nutrition, food safety and quality.
- Kitchen duties.



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- Perform varied office and department assignments directed by the Nutrition Manager.

### **Knowledge, Abilities and Skills:**

- Organize and prioritize multiple tasks to ensure work is performed in a timely manner
- Quality customer service
- Attention to detail
- Communication skills
- Proper handling of sensitive and/or confidential information
- Accurate math and computation
- Participate in SRA teams, committees, meetings, training, and special events

### **Other Job Characteristics:**

- Standing, sitting, walking, lifting, and bending; carry up to 20 lbs.

### **License / Certifications:**

Good driving record

Valid FL DMV license and auto insurance

### **Education / Experience:**

High school diploma or GED preferred

Food service experience a plus

### **Dislocated Worker Eligibility Requirements:**

Individuals who qualify for disaster-relief employment must be certified through CareerSource Research Coast and include:

- People who are temporarily or permanently laid off due to emergency
- Dislocated workers
- Individuals who are unemployed six out of the last 13 weeks
- Self-employed individuals who become unemployed or underemployed due to the emergency

### **To Apply**

Submit resume and cover letter detailing experience as it relates to the position. Include a statement about your interest and motivation for applying for this position to [employment@sramail.org](mailto:employment@sramail.org)