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OPPORTUNITIES BULLETIN

September 17, 2020

**VANTAGE Aging, a non-profit organization founded in 1975,
provides a variety of services to older adults throughout Ohio.**

Cook's Assistant

Posting Date: 9/17/2020

The Meals on Wheels Cook's Assistant helps prepare and cook high quality, tasty food in large quantities, and assists in other production duties as assigned. This position is responsible for preparing cold food count sheets and updating driver daily load sheets, as well as ongoing inspections of food preparation and serving areas to ensure safe and sanitary food-handling practices.

QUALIFICATIONS: A minimum of a High School diploma or equivalent, knowledge of health department regulations and food storage requirements is needed. Two years' institutional cooking experience and ServSafe Food Protection Manager Certification are preferred; must have a valid Ohio driver's license and be insurable by the agency.

LOCATION: Massillon, OH

STARTING WAGE RANGE: \$10.25 – 14.00 hourly

STATUS: Non-exempt

AUTHORITY AND RELATIONSHIPS: Responsible to Kitchen Supervisor

HOURS: Full-time position, working 37.5 hours/week.

Volunteer Coordinator

Posting Date: 9/17/2020

The Volunteer Coordinator oversees the daily aspects of scheduling and supporting the volunteers who assist with Meals on Wheels deliveries in Summit, Stark and Wayne Counties. Responsibilities include recruiting, training, scheduling, retention planning, reporting and database maintenance. This position manages the monthly volunteer schedule for all sites, handling all schedule changes with volunteers and communicating changes to site coordinators and leadership. The Volunteer Coordinator also plans recognition banquets and assists with fundraising events for the agency.

QUALIFICATIONS: A High School diploma or equivalent is required; 3 years' experience in a customer service or volunteer liaison role is preferred. Strong communication, organizational and computer skills are needed, and the ability to multi-task is a must.

LOCATION: Akron, Ohio

STARTING WAGE RANGE: \$15.89 – 17.00 hourly

STATUS: Non-Exempt

AUTHORITY AND RELATIONSHIPS: Responsible to Project Development Manager

HOURS: Full-time position, working 37.5 hours per week

Meals on Wheels Driver – 2 positions

Posting Date: 9/17/2020

The Meals on Wheels Driver is responsible for the delivery of food and other supplies to homebound seniors and disabled individuals on a designated route, as well as delivering meals to various distribution sites throughout Summit, Stark & Wayne Counties. The Driver provides wellness checks for program participants, maintains food sanitation requirements, and is responsible for monitoring and facilitating maintenance of delivery vehicles.

QUALIFICATIONS: Minimum of a High School diploma or equivalent, and experience and ability to drive a truck is required; heavy truck driving experience preferred. Must be able to lift/carry 50+ pounds on a regular basis. The successful candidate will be able to navigate to designated areas, handle electronic recordkeeping, and maintain a valid Ohio driver's license and insurability by the agency.

LOCATION: Massillon, OH

STARTING WAGE RANGE: \$11.00 – 11.25 hourly

STATUS: Non-exempt

AUTHORITY AND RELATIONSHIPS: Responsible to Operations Manager

HOURS: Full time, working 37.5 hours/week

Kitchen Assistant

Posting Date: 9/17/2020

The Kitchen Assistant is responsible for packing client meals for delivery, ensuring the correct number and type of products are packed, and assists with general kitchen production duties. This position completes routine cleaning and sanitation of assigned areas, and delivers meals to client homes or distribution sites when necessary.

QUALIFICATIONS: Minimum of a High School diploma or equivalent and food service experience is preferred. Must have a valid Ohio driver's license and be insurable by the agency; ServSafe Certification is a plus.

LOCATION: Massillon, OH – full time, working 37.5 hours/week

STARTING WAGE: \$10.00 hourly

STATUS: Non-exempt

AUTHORITY AND RELATIONSHIPS: Responsible to Kitchen Supervisor

HOURS: Monday – Friday; 7:00 am – 3:00 pm

Site Coordinator

Posting Date: 5/21/2020

Our Meals on Wheels program is seeking Site Coordinators to assist with the management of their nutrition centers. Under the direction of the Site Supervisor, the Site Coordinator serves and cleans up from meals at the congregate site as delivered from the main kitchen, and prepares and packs meals for home delivery. This position ensures all daily meals are accounted for correctly and completes all reports and paperwork in accordance with agency policies and procedures. The Site Coordinator may also delivers meals to client homes when necessary.

QUALIFICATIONS: A High School diploma or equivalent is required; 1-3 years' administrative or food service experience and ServSafe certification preferred. Must have a valid Ohio driver's license and be insurable by the agency.

LOCATIONS: Jackson Township, Ohio – St. Stephen Martyr Lutheran Church

STARTING WAGE: \$10.00 hourly

STATUS: Non-Exempt

AUTHORITY AND RELATIONSHIPS: Responsible to Operations Manager

HOURS: Part-time positions; working 25 hours/week. Must be able to start at 7:45 am.

Chore Worker

Posting Date: 6/11/2020

Just a few small supports can help many older adults stay independent in their own homes. Our **Home Wellness Solutions** program is seeking Chore Workers to complete heavy-duty cleaning tasks in residential or commercial environments, while maintaining a positive safety culture. Duties include, but are not limited to, washing walls/windows, scrubbing carpets, cleaning kitchen appliances, and trash removal.

QUALIFICATIONS: Minimum of a High School diploma or equivalent, and previous experience with household cleaning tasks and familiarity with household cleaning equipment required.

LOCATION: Akron, OH

STARTING WAGE RANGE: \$9.62 – 11.26 hourly

STATUS: Non-exempt

AUTHORITY AND RELATIONSHIPS: Responsible to Director of Home Wellness Solutions

HOURS: Part-time positions, working up to 24 hours/week.

Home Health Aide/Homemaker

Posting Date: 6/4/2020

Our **Home Wellness Solutions** program is seeking Home Health Aides to provide assistance to older adults and adults with disabilities to help them remain independent in their own homes. Assist with bathing, grooming and personal care tasks, as well as light house cleaning, laundry, errands and meal preparation. The Home Health Aide uses a wellness approach to client care to enhance self-sufficiency and independence in the home.

QUALIFICATIONS: HHA - Minimum of a High School diploma or equivalent, and paid HHA/Nursing Assistant work experience within the past 2 years (if not newly certified as PCA) required. The Home Health Aide must have documented 60 hours of training as a HHA or Nursing Assistant, and be able to pass skills testing.

LOCATION: Akron, OH

WAGE RANGE: \$ 9.37 – 11.80 hourly

STATUS: Non-exempt

AUTHORITY AND RELATIONSHIPS: Responsible to Director of Customer Care & Home Wellness

HOURS: Part-time positions, working 15-20 hours/week.

The posting summaries included in the Opportunities Bulletin may not include all functions and/or qualifications for the position.

For confidential consideration, apply at:

<http://vantageaging.org/join-our-team/>