

Position: Meals on Wheels Assistant

Temporary part-time position- 25 hrs/week

Reports to: MOW Program Coordinator

**Job Description****Position Summary**

The Meals on Wheels (MOW) program delivers hot and frozen meals into the community, providing nutrition, connection and a safety check for our neighbors. The MOW Assistant is a member of the Hastings Family Service (HFS) team and works closely with the Meals on Wheels Coordinator and Allina Regina Hospital Nutrition Services staff to coordinate meal preparation, packaging and distribution. This position requires the ability to work independently while also supporting volunteers who make the program possible, ensuring they have the resources they need to deliver meals safely and efficiently. This is a temporary position through 9/1/27 with potential for continued employment, working primarily at the Allina Regina hospital location in Hastings. The typical on-site schedule of Monday-Friday from 8:30-2pm makes the position ideal for someone with school-aged children!

Apply at <https://hastingsfamilyservice.easyapply.co/>. Applications will be accepted until 5pm on 11/1/2026.

Essential Duties and Responsibilities:**1. Meal Preparation and Delivery Coordination**

- Help package and organize hot and frozen meals for daily delivery with attention to detail and in accordance with food safety, quality standards and special dietary needs
- Work closely with the Volunteer manager to coordinate delivery routes and meal distribution to volunteer drivers, ensuring accuracy
- Assist with meal deliveries when volunteer drivers are unavailable
- Support the daily operations of the Meals on Wheels program by preparing materials and supplies for current and future deliveries

2. Program Operations & Administrative Support

- Maintain accurate documentation related to scheduling, meal delivery, billing, and program records using our MOW ServTracker technology
- Crosstrain to provide operational support to back up the responsibilities of the Meals on Wheels Coordinator
- Represent HFS and communicate professionally with clients, volunteers, hospital staff, community partners, and HFS staff via computer, phone and in person
- Collaborate with HFS team members to support efficient operation of the MOW program
- Other duties as assigned

Education and Experience:

Education: High school equivalent and 2+ years working in a nonprofit setting; 2-year degree preferred

Required Experience:

- Computer Proficiency is a must; Strong use of Microsoft Word, Excel and Outlook as well as the ability to master new technologies utilized by the agency
- Must hold a valid driver's license, show proof of insurance, and clear an employment background check. Use of personal vehicle may be required at times.

Preferred Experience:

- Experience working with volunteers
- Knowledge of the Hastings area

Ideal Competencies to thrive in this position:

- Exceptional verbal, written and listening communication skills and the ability to work with people of all ages; bilingual is a plus
- Ability to effectively organize, prioritize, and problem-solve, using good judgement
- Strong time-management skills to manage multiple tasks simultaneously in a fast-paced environment with frequent disruptions
- Attention to detail and the flexibility to adjust to changing priorities and workflow
- High degree of confidentiality and discretion handling sensitive information
- An energetic team player who works with a spirit of fun and optimism and can also work independently

Expectations of all HFS Staff:

- Strong commitment to mission and access, serving as a positive ambassador of the HFS mission and programs at all times
- A commitment to diversity, equity, inclusion and access, and the desire and ability to work with people of all ages, cultural backgrounds and life experiences without bias or judgement
- Model exceptional hospitality, making HFS a welcoming and trusted organization where all people know that they matter and they belong
- Respect and value all relationships, always assuming best intentions
- High level of personal and professional integrity, ethics, and customer service
- Acquire and share knowledge and skills that contribute to your personal goals as well as the organization's effectiveness, engagement and community impact
- Comply with all HFS policies and procedures as outlined in the Employee Handbook
- Embrace fun as part of doing good work!

Physical Demands

- Ability to work in a typical office setting sitting at a desk/computer, but also walking and standing for extended periods of time
- Ability to lift, load, carry, reach overhead, or move 25+ lbs

About Hastings Family Service (HFS)

Hastings Family Service offers programs and services to help with the basic needs of food, clothing, transportation and housing for our neighbors, including assistance in finding and navigating resources during challenging times. HFS is part of a supportive community and our staff, volunteers, donors and partners are critical to the success of our mission to engage community to provide help and hope for neighbors. Success in meeting the mission fuels our vision of a caring and connected community where all neighbors can thrive.

HFS Values: People come first • Inclusion matters • Connections fuel impact
Community drives purpose • Gratitude guides us

HFS Programs and Services:

- Market food programs: in-person and drive-thru Market food shelf, Mini-Market, Market Express, Market Cart, Summer Lunches for Kids, NAPS, Food Rescue, and Market on the Move (MOM) mobile programming
- Meals on Wheels
- Just Friends Transportation

- Community Resource/Emergency Financial Assistance
- School Supplies assistance
- Project Share holiday assistance
- Clothing/household vouchers thru the Rivertown Treasures thrift store
- Information/Referrals