

Benzie Senior Resources

POSITION DESCRIPTION

Position Title: Home Delivered Meals (HDM) Manager

Reports To: Kitchen & Nutrition Director

Position Type: Full-Time, salary with benefits

Location: Benzie Senior Resources, Benzie County, MI

Purpose of Position

The Home Delivered Meal Manager plays a vital role in promoting health, dignity, and connection for homebound older adults by coordinating the daily delivery of nutritious meals and safety checks. This position ensures that compassionate service is provided through a well-supported team of volunteers and works in close partnership with the kitchen staff, nurses, and client services team to support client needs.

What You'll Love About This Role

- Be part of a mission-driven organization improving the lives of older adults
- Join a team of dedicated professionals and volunteers who care deeply about the community
- Lead efforts that bring daily nutrition and friendly connection to hundreds of clients
- Enjoy a workplace culture rooted in respect, teamwork, and integrity

Key Responsibilities

- - Coordinate daily home-delivered meal (HDM) routes, ensuring accurate meal counts, packaging, and timely delivery
- - Supervise and support a team of volunteer drivers, including scheduling, training, and recognition efforts
- - Serve as a backup driver and support vehicle maintenance as needed
- - Work closely with kitchen staff to accommodate special dietary needs and update client meal counts
- - Assist with HDM eligibility assessments and communicate client condition changes to appropriate staff
- - Maintain accurate records and complete all required reports, including delivery summaries and incident logs
- - Help organize volunteer appreciation and support outreach for new volunteer recruitment
- - Coordinate delivery of supplemental food programs (e.g., commodities, BACN red bags)

- - Maintain confidentiality and uphold organizational values in all interactions

Preferred Qualifications

- - High School Diploma or GED required
- - Previous experience in volunteer coordination, service delivery, or community-based programming preferred
- - Strong communication and organizational skills
- - Comfortable with public speaking and working with older adults
- - Familiarity with Microsoft Office and ability to manage data entry and reporting
- - Knowledge of Benzie County geography helpful
- - Commitment to excellent customer service and professional demeanor
- - Ability to lift up to 50 lbs. and meet physical demands of the role

Certificates, Licenses, and Requirements

- - Valid driver's license and reliable transportation required
- - Must pass a criminal background check
- - Serve Safe training preferred

Physical Requirements

This position requires the ability to sit, walk, lift, and move up to 50 pounds, as well as frequent communication, driving, and use of computer systems.

Our Commitment

Benzie Senior Resources is an equal opportunity employer that values team members who contribute to a workplace that is inclusive, respectful, and focused on improving the lives of the older adults we serve.