



MEMORANDUM

TO: All Staff

FROM: Tupu Savaiigaea, Recruitment Specialist

DATE: February 1, 2010

SUBJECT: **Position Vacancy**

Applications are now being accepted for the following position:

Delivery Dispatcher Meals on Wheels	(Regular/ Full-Time)
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POSITION SUMMARY:

The Delivery Dispatcher's primary responsibility is to dispatch and monitor drivers and routes using Serve Tracker software. The Dispatcher's objective is to ensure delivery of meals and other food products in a safe, efficient and timely manner that maximizes the organization's resources.

MINIMUM QUALIFICATIONS:

Education/Experience/ Skills:

- High school diploma or equivalent
- 2 years or more experience in the same or a similar field
- Valid driver's license and clean driver's abstract
- Experience with a volunteer workforce preferred
- Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits
- Knowledge of D.O.T. rules and regulations
- Knowledge of DOH rules and regulations applicable to food handling (preferred)
- Knowledge of basic workplace safety
- Excellent analytical thinking and problem solving skills
- Superior organization skills with ability to prioritize and manage multiple tasks effectively
- Ability to analyze data
- Proficiency with MS Office applications to include Word, Excel, PowerPoint, Access and Outlook

Interested candidates may contact Human Resources for a detailed job description/application
