



EMPLOYMENT OPPORTUNITY

Title: Meals on Wheels Administrator

Job Posting: 0100

Location: Bryan, Texas

Program: Meals on Wheels

Beginning Salary: \$43,000.00 Annually

Travel Required: 10%

Duties:

The position of MOW Administrator-Food Services is responsible for management of day to day operations of food service program.

- Supervise food service production.
- Supervise food service deliveries.
- Purchasing, inventory and cost accounting.
- Budgeting and monthly reports.
- Coordinate with agency administrators.

Education & Work Experience

Required: High School Diploma or equivalency; 6 months to 1 year of Food Service Training. Experience with Microsoft Office.

Certifications/Licenses

Required: Must have valid driver's license with good driving record and pass criminal and background check.

BVCAP offers a well-rounded benefit package to all full-time regular employees who work 30+ hours a week. Eligibility may vary for specific programs based on your employment status.

- **Paid Time Off (PTO)**
- **Company Paid Holidays**
- **Company Paid Short Term and Long Term Disability**
- **Company Paid Life Insurance and AD&D**
- **PPO Medical Plan:** *We offer employees options when it comes to choosing a PPO medical plan that is right for them.*
- **Dental Plan**
- **Vision Plan**
- **Supplemental Insurance Coverage: Cancer, Critical Illness, Hospital Confinement & Accident**
- **403B Retirement Plan** *Enrollment starts on your first day!*

We are an Equal Opportunity