



December 22, 2025

“JOB POSITION OPENINGS”

Meals on Wheels of Palestine, Inc. is seeking to fill the following positions to work in this non-profit sector food service industry.

1. **Cook.** An experienced **cook** with the ability to operate in a large commercial kitchen preparing Southern-style cooking for upwards of 500/600 meals a day and growing. An ideal candidate is one that has **at least 2-3 years’ experience with batch cooking** and can use good judgement in preparing low sodium/diabetic dishes in accordance with our in-house menus and recipes prescribed for seniors. And has knowledge of how to blend herb seasonings in meats and vegetables for taste and flavor. Understands importance of proper sanitation and personal grooming (**i.e., wearing hair covering and gloves**) when handling food items. Work hours are **5 am – 1:30 pm, Mon-Fri. with a ½ hour break**. Starting hourly pay ranges from **\$13 to \$18 an hour**. The ability to work with another cook and alongside numerous food service personnel is crucial. And be able to manage the physical movement and exertion that the multiple work task will demand. Work location is for our main facility at Palestine, Texas 75801/200 N. Church Street.
2. **Kitchen Aide/Cold Prep.** Seeking to hire a **kitchen aide** to work as part of the nutrition services team to ensure smooth, efficient, and safe preparation/operation of the kitchen. Assisting with packing and daily meal preparation for upwards of 500 meals a day and growing. The ability to work with and alongside numerous food service personnel is crucial as safety, cleaning, and sanitizing tasks are performed daily. Understands importance of proper sanitation and personal grooming (**i.e., wearing hair covering and gloves**) when handling food items and assisting food staff (**i.e., handling wheels carts, placement of food dollies, arranging/stocking food crates, operating the tray sealing line**) as needed. Setting up, counting, and stocking the delivery bags for paid/volunteer drivers to pick up their assigned area bags for senior daily meal delivery per route sheets for Anderson County. Some familiarity in food service environments is helpful and possessing the ability to manage physical movement and exertion (**i.e., lift, stack, and maneuvering objects that may weigh 30 to 50 pounds**) that the multiple work task will demand is essential. Work location is for our main facility at Palestine, Texas 75801/200 N. Church Street. Work hours are **7:30 am – 2:00 pm, Mon-Fri. with a ½ hour break**. Starting hourly pay ranges from **\$12 to \$16 an hour**. Perform other duties as assigned.
3. **Paid Driver.** Responsible for receiving prepared meals at assigned MOW site, delivering to clients on assigned route within State mandated time frame, reporting any unusual activity from clients, and providing status of clients’ well-being to supervisor. Coordinates and ensures accurate counts for all meals and loads vehicle (**i.e., lift, stack, carry and maneuvering objects that may weigh up to 25 pounds**) or otherwise move objects possibly upstairs or down hallways. Understands importance of proper sanitation and personal grooming (e.g., wearing hair covering and gloves) when handling food items. Assures that meals are delivered to clients in accordance with established guidelines for safe meal delivery and as written on route manifest. Communicates with supervisor on a daily basis of key events relating to quality such as pick up times, completion of routes, clients not home for delivery, and client status (i.e., “wellness check”). Submits daily manifest with driving directions and other notations to supervisor to ensure accurate capture of client/route information. Assist supervisor with obtaining client signatures on assessments

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paperwork. Reports hazardous or unhealthy client conditions (i.e., "wellness check") to supervisor. Meets or exceeds customer expectations related to quality, courtesy, friendly conversation, and timeliness. If using company vehicle, completes vehicle mileage and maintenance reports on frequency schedule instructed by supervisor, reports any needed repairs or damage, purchases gasoline with company gas card, and submits any vehicle-related receipts to supervisor in a timely manner. Routinely examines a set checklist of all the key tasks as a way of re-enforcement. Demonstrates understanding of the needs of the elderly and disabled. Potentially driving within 100+ mile radius; contingent upon current weather conditions. May involve exposure to unsanitary and unsafe conditions in client homes and in the event of community crime scenes. May include providing meal delivery in high-risk areas and exposure to infectious disease. Proficiency in verbal and written communications. High School diploma or equivalent. Drive defensively, adhering to guidelines of the law for extended period of time (2 or more hours). Able to endure walking, sitting, bending, twisting, and climbing stairs during course of delivery route, and have manual dexterity to lift Agency bag and/or equipment. Valid Texas Driver's License required, safe driving record and proof of valid Texas Automobile Liability insurance required. Work hours generally are **10:00 am – 2:30 pm, Mon-Fri**. Starting hourly pay ranges from **\$10.50 to \$16 an hour**. Perform other duties as assigned.

Meals On Wheels of Palestine, Inc. 200 N. Church St., Palestine, TX 75801

MEALS ON WHEELS of PALESTINE, INC. (MOW)

APPLICANT PRELIMINARY STEPS:

1. Preliminary Application and Drug Test Consent Form submittal. Applicant to go to website for job position details. www.tri-countymow.org
 - a. MOW reviews and decides on doing the criminal background check and possible interview date given to applicant.
Pre-employment Requirements:
2. Background Check (at MOW's cost).
3. Drug Test (at MOW's cost).
4. Interview and work area walk through. Per hour and job position overview. Job offer made and or accepted.
5. Food Handlers Card/Certificate (your cost).
6. Complete remainder Job Applicant Forms. Hire date set.
7. Go through MOW new hire entry training/orientation "On-boarding" (paid).
8. Report to work.
9. TB test mandatory (your cost).

NOW HIRING! CHECK WEBSITE FOR POSITIONS AND DETAILS AND ALSO BACK PAGE OF THIS HANDOUT. (903) 729-6344 x0