

Position Title: Mealsite Manager

FLSA Status: Non-exempt

Reports to: Director, Unit on Aging

Department: Unit on Aging



I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This is a responsible part time position under the direction of the Aging Unit Director involving the ordering and serving of meals to senior citizens at a designated food site or for delivery to their homes. This person may assist with the organization and coordination all site functions, including: meal service, meal reservations, home-delivered meals, special events, Holiday functions, and referrals to the Aging Unit Office.

II. Essential Duties and Responsibilities

- Organizes and supervises the serving of nutrition program meals.
- Organizes and directs volunteers in the cleanup of kitchen and equipment as required.
- Orders meals and supplies.
- Maintains daily attendance sheets, counts, and deposits meal donations.
- Completes monthly reports.
- Maintains inventory sheets.
- Reports volunteer hours to be used as In-kind, on a timely basis.
- Ensures that food is kept at proper temperature until serving time.
- Participates and supervises the setting-up activities such as table setting, coffee preparation, and setting arrangements.
- Prepares food containers to be taken to the homebound.
- Serves the food and assists the individuals needing help through the food line.
- Washes dishes and directs cleanup activities.
- Calls and checks on persons unable to attend meals at the center.
- Submits reports on attendance, volunteers, and donations collected to the Director.
- Recruits volunteers to help with the program under the direction of the Aging Director.
- Outreach for new participants.
- Assists in work storage areas such as unpacking, storing supplies, etc.

III. Related Job Functions

- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Establishes and maintains effective working relationships with co-workers and others.
- May assist in preparation of certain foods.
- Attends staff meetings and training sessions as directed.
- Performs related work as required or directed.

IV. Physical Demands

- 50% - Standing 75% -Talking , hearing, near and far vision, 25% - Walking 10%- Sitting, stooping, kneeling, crouching, climbing, bending/twisting, reaching, and/or feeling. Handles telephones, papers, and manuals, etc. 25% - Contact with water or liquids. 20% - Must be able to lift objects weighing 20-40 lb., such as a case of canned food, bulk supplies, etc.
- Involves minimal potential and/or direct exposure to blood and body fluids.

V. Education and Training Requirements

- One to four years of secondary education (high school) with preference for graduate of an accredited high school or GED with sufficient academic training to perform the work as required and to understand oral and written instructions. Previous related experience helpful but not required.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.