

Job Posting

Title: Site Relief --- (Per-Diem)
FLSA: Non-Exempt/Hourly
Location: Senior Centers in South Orange County
Status: Monday-Friday
Program: Nutrition Program
Posted: March 9, 2018

NOTE: Days and hours for this position vary (intermittent work schedule) depending on the need. This position does not include company benefits. *{Must be flexible with schedule and willing to travel to all Senior Centers in our service area}*

POSITION SUMMARY: This position is responsible for overseeing the day-to-day functions of the Nutrition Program (Congregate Lunch Program or Meals-on-Wheels) offered at our local Senior Centers.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned as needed.

Representative Duties:

CONGREGATE LUNCH PROGRAM (C1)

1. Oversee volunteers in the kitchen, including accurate portion control, maintaining safe food temperatures, cleaning schedules, and sanitizing.
2. Maintain files such as the SAMS Roster for C1 clients and provide accurate reports to Admin on meals served, donations accepted and clients served.
3. Complete SAMS registration forms on all new clients
4. Order meals 2 days in advance and keep waste factor below 4%.
5. Promote an atmosphere that fosters positive guest relations.

MEALS-ON-WHEELS PROGRAM (C2)

1. Assess and determine eligibility of seniors for the HDM Program within designated service area.
2. Perform in-home initial assessment and complete SAMS Registration Form.
3. Provide appropriate referrals to community resources, including Age Well Senior Services Case Managers.
4. Collect weekly and monthly donations, count monies, and prepare daily cash receipts.
5. Reconcile daily meal orders, cash receipts, and SAMS meal roster. Provide accurate reports to the Admin office.
6. Drive Home-Delivered Meal routes when necessary.
7. Maintain client files.
8. Maintain and manage the HDM routes so they are no longer than 2 hours in length.

SECONDARY DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned as needed.

1. Knowledge of Nutrition Site Procedure Manual and ability to follow all stated Title III regulations.
2. Answer phones, retrieve messages, and return calls.
3. Greet walk-ins and assist seniors as needed.
4. Attend Site Manager Meetings and Age Well staff meetings.
5. Other duties as assigned by City staff or the Site Manager

SUPERVISORY RESPONSIBILITIES

Volunteers

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills, and/or ability required.

EDUCATION & EXPERIENCE

- AA Degree or Bachelor's preferred
- Experience working in a food services setting preferred.
- Demonstrates good interpersonal skills.
- Able to communicate and work effectively with elderly clients, program participants and staff.
- Ability to work independently and demonstrate good judgment and initiative.
- Must be well organized, detail oriented with strong time management skills.
- Must be able to follow-through on assignments with minimal supervision.
- Must have proficient computer skills (MS Office, Excel)
- Problem Solving Skills

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, procedure manuals and reports.
Ability to speak effectively.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

CERTIFICATES, LICENSES, REGISTRATIONS

Food Handler's Certificate or ServSafe Cert. preferred
Must have a valid CA driver's license
Must have Proof of auto insurance and registration

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit and reach with hands and arms. The employee is occasionally required to stoop, kneel, and crouch. The employee must be able to lift and push/move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception and the ability to adjust focus.

REASONING ABILITY Levels of mental activity include the following:

Average level of thinking

High level of people to people interaction

TO APPLY

Email: Resume and/or employment application to leslie@myagewell.org

FAX: (949)855-8025 (Attn: HR Dept.)

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