

Age Well Senior Services, Inc.

Job Posting

Job Title: Nutrition Site Manager
Department: Nutrition C1 Program -*Oasis Senior Center-Corona Del Mar*
Reports to: Director of Programs
FLSA: Non-Exempt/Hourly
Hours: Monday-Friday (30 hours per week)

POSITION SUMMARY-This position is responsible for managing the Congregate Meal Program, including maintaining client information and managing volunteers.

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

Representative Duties:

1. Knowledge of Nutrition Site Procedure Manual and ability to follow all stated Title III regulations.
2. Oversee volunteers in the kitchen, including accurate portion control, maintaining safe food temperatures, cleaning schedules, and sanitizing.
3. Responsible for volunteer training, recruiting and scheduling.
4. Maintain files such as the SAMS Roster for C1 clients and provide accurate reports to Admin on meals served, donations accepted and clients served.
5. Complete SAMS registration forms on all new clients and complete an annual reassessment on all clients.
6. Order meals 2 days in advance and keep waste factor below 4-8%.
7. Schedule activities for the lunch program. Schedule entertainment for special events.
8. Actively pursue fundraising activities for the Nutrition Program and Age Well Senior Services.

SECONDARY DUTIES & RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned.

1. Attend Nutrition Site Manager and Age Well staff meetings.
2. Other duties assigned by Age Well and city staff.

SUPERVISORY RESPONSIBILITIES

Home Delivered Meals Manager and volunteers.

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

REQUIRED EDUCATION & EXPERIENCE

- AA Degree required
- Must be well organized and detail oriented with strong time management skills. Able to follow through on assignments with minimal supervision, and exercise good judgment and initiative.
- Must have excellent written and verbal communications skills
- Must be computer literate MS Office
- Problem Solving Skills
- People Skills

PREFERRED EDUCATION & EXPERIENCE

- Bachelor's Degree
- 2 years in Gerontology field preferred

POSITION TYPE/EXPECTED HOURS OF WORK

Monday through Friday, 30 hours per week

LANGUAGE SKILLS Ability to read and interpret documents such as safety rules, procedure manuals, and reports. Must have good verbal and written skills.

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

CERTIFICATES, LICENSES, REGISTRATIONS

- ServSafe Certification preferred
- CA Drivers' License

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, crouch or crawl. The employee must be able to move/push and occasionally lift 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.

How to Apply:

Email Resumes to: leslie@myagewell.org

FAX: (949) 855-8025

By Mail: 24461 Ridge Route Dr., Suite 220, Laguna Hills, CA 92653 (Attn: HR Dept.)

Employee Benefits: Medical, Dental, Vision and Voluntary Life Insurance. 401K with employer match, Holiday Pay, Paid Time Off, and Paid Sick Leave.

Age Well Senior Services, Inc. ("AWSS") is an Equal Opportunity Employer.

E-Verify Participating Employer.