

## IMMEDIATE JOB OPENING

Job Title: Site Manager  
FLSA: Non-Exempt/Hourly  
Program: Nutrition-Congregate Meal Program (C1)  
Location: Dorothy Visser Senior Center-San Clemente  
Hours: Monday-Friday (35 hours/week)  
Date of Posting: January 29, 2019

**POSITION SUMMARY:** This position is responsible for managing the daily lunch program and for assisting the Director with the day-to-day operations of the Center.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following: Other duties may be assigned.

Representative Duties:

1. Knowledge of Nutrition Site Procedure Manual and ability to follow all stated Title III regulations
2. Monitors kitchen staff regarding accurate portion control, maintaining safe food temperatures, cleaning schedules, and sanitizing.
3. Oversees Center volunteers including recruiting, training, and scheduling.
4. Performs a variety of clerical duties including cleaning schedules, daily meal orders, daily cash sheets, SAMS Roster C1 clients; and ensures that SAMS intake forms are completed.
5. Maintain files such as the SAMS Roster for C1 clients and provide accurate reports to Admin on meals served, donations accepted and clients served.
6. Complete SAMS registration forms on all new clients and complete an annual reassessment on all clients.
7. Order meals 2 days in advance and keep waste factor below 4%.
8. Recruits, trains, and supervises Program volunteers.
9. Responsible for managing the monthly Commodity Food Program (*The program works to improve the health of low-income elderly persons at least 60 years of age by supplementing their diets with nutritious foods.*)

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

1. Assist the Director with special events/fundraising which includes working occasional weekend and/or evenings as required.
2. Attend site manager meetings, training sessions, and company staff meetings as required.
3. Performs other duties and assignments as designated by the Director.

### **SUPERVISORY RESPONSIBILITIES**

Program 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.

### **EDUCATION & EXPERIENCE**

Associate's degree (required)  
Bachelor's degree preferred -2 years in Gerontology field  
Proficient computer skills MS Office, Word, Excel (required)  
Experience supervising and directing volunteers

Must be able to follow through on assignments with minimal supervision, and exercise good judgment and initiative.

Must have excellent verbal and written communications skills.

High-level of interpersonal skills.

Problem solving skills.

Must be well organized and detail oriented with strong time management skills.

### **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)

### **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 occasionally lift and move up to 10 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**

Submit your resume by fax (949) 855-9651 or by email [Leslie@myagewell.org](mailto:Leslie@myagewell.org)

Resumes and/or employment applications must be submitted to HR Department no later than **February 15, 2019** by 5pm PST.

EOE