

Age Well Senior Services, Inc.
IMMEDIATE JOB OPENING

Job Title: Site Manager (Congregate)
Program: Nutrition-Congregate Meal Program (C1)
Location: *Mission Viejo Senior Center*
Reports to: Director of Programs
FLSA: Non-Exempt/Hourly
Hours: Monday-Friday (30/hours/week)
Date of Posting: March 5, 2019

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%.
7. Attend Site Manager and Age Well meetings.
8. Work with the transportation companies to schedule rides for clients attending the lunch program.
9. Schedule activities for the lunch program. Schedule entertainment for special events.
10. Manage the monthly commodities program.
11. Actively pursue fundraising activities for your site and Age Well Senior Services.

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

1. Other duties assigned by the city staff.
2. Other duties assigned by the Age Well staff.

SUPERVISORY RESPONSIBILITIES

Program 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

Associate's degree required.

Bachelor's degree preferred -2 years in Gerontology field.

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

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

Must be computer literate MS Office Excel/Word/Outlook.

High-level of communications skills.

High-level of interpersonal skills.

Problem solving 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

Must have valid California Driver's license

Proof of auto insurance

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 or 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

Please note that this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply

Submit resumes by fax (949) 855-9651 (or) by email Leslie@myagewell.org

Resumes and/or employment applications must be submitted to the HR Department no later than **March 19, 2019** by 5pm PST.

EOE