

Age Well Senior Services, Inc.

Position Description

Job Title: Director Age Well Senior Services Nutrition and Activities Program – RSM
Department: Nutrition-Senior Lunch Program (C1)
Bell Tower Center, Rancho Santa Margarita
Reports to: VP Communications and Operations
FLSA: Non-Exempt

POSITION SUMMARY: This position is responsible for the Nutrition Program, managing calendar of events of activities for Age Well and the City of Rancho Santa Margarita Senior Programs, at the Bell Tower Regional Community Center. Scheduling and coordinating all volunteers directly involved with the Senior Lunch Meal Program. Create a warm and welcoming environment for local seniors. Directs and Assists the Meals on Wheels (C2) Programs Manager.

Representative Duties:

ESSENTIAL DUTIES & RESPONSIBILITIES include but are not limited to the following:

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 two (2) days in advance and keep waste factor below 4%.
7. Schedule activities for the lunch program. Schedule entertainment for special events.
8. Manage the monthly commodities program.
9. 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. Attend all Site Manager Meetings, Nutrition Advisory Committee Meetings and Age Well Staff Meetings.
2. Other duties as assigned by city staff and the VP Communications and Operations.

SUPERVISORY RESPONSIBILITIES

Site Manager (MOW)

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and to be able to communicate effectively, get along with coworkers and management and deal effectively and professionally under pressure. 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.

Must be organized, flexible, and have excellent verbal, written communication, Microsoft Office Proficient and time management skills. Must uphold all standards of professionalism set by AWSS.

EDUCATION & EXPERIENCE

Proficient Computer Skills MS Office, Word, Excel, Publisher.

High level of communication and interpersonal skills.

Problem solving skills.

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

Must be able to function in a fast-paced environment and multitask

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

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 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

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. This job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason, with or without notice, with or without cause.

This position requires the full understanding and active participation in fulfilling the mission of Age Well Senior Services. It is expected that the employee demonstrate behavior consistent with the core values. The employee shall support Age Well Senior Services strategic plan and the goals and direction of the performance improvement plan.