

Age Well Senior Services, Inc.

Job Posting

Job Title: Meals on Wheels Site Assistant Manager
Location: Corona del Mar, Oasis Center
Program Meals-on-Wheels
Reports to: Site Manager
FLSA Non-Exempt/Hourly
Hours (Monday-Friday) 25 hours week

POSITION SUMMARY

This position is responsible for managing Age Well Senior Services Meals on Wheels program at the Oasis Senior Center. Meals on Wheels is a program that delivers meals to seniors who are home bound and unable to purchase or prepare their own meals. Responsibilities include assessing clients, signing up participants, submitting daily and monthly reports, managing volunteers and personal interaction with seniors.

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. In addition, this position does require strong interpersonal skills and the ability to work with seniors with care and compassion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

1. Strong working knowledge of Excel.
2. A top priority of this position is the ability to multi-task
3. Manage volunteers and internships
4. Highly organized. Maintaining client files for continued grants.
5. Knowledge of Nutrition Site Procedure Manual and ability to follow all stated Title III, regulations.
6. Assess and determine eligibility of seniors or the Meals on Wheels Program.
7. Perform in-home initial assessment and complete SAMS Registration Form.
8. Provide appropriate referrals to community resources, including Age Well Senior Services Case Managers.
9. Conduct annual reassessments and other reassessments on a quarterly basis.
10. Collect weekly and monthly donations, count monies, and prepare daily cash receipts.
11. Reconcile daily meal orders, cash receipts, and SAMS meal roster.
12. Provide accurate reports to the Admin Office within designated timeframes.
13. Drive Meals on Wheels routes when necessary.
14. Maintain and manage the Meals on Wheels routes so they are no longer than 2 hours in length.
15. Volunteer development: recruitment, training and scheduling.
16. Promote contributions for the Meals on Wheels Program and Age Well Senior Services.
17. Attend all Site Manager and Age Well staff meetings.

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

1. Other duties as assigned by the Site Manager.
2. Answer phones, retrieve messages, and return calls.
3. Greet walk-ins and assist seniors as needed.
4. Assist Site Manager with special events

SUPERVISORY RESPONSIBILITIES

Volunteers

EDUCATION & EXPERIENCE

AA degree preferred.

Proficient at Excel, MS Office

Must be able to supervise, train and motivate volunteers.

High level of communication and interpersonal skills.

Must have 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

Must have valid California Driver's license and proof of auto insurance

ServSafe Certification a plus.

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 25 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.

Works effectively with co-workers, clients, City and Community Center personnel and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions; addressing others by name, actions, words and deeds.

This job description does not list all the duties of the job. You may be asked by your Supervisor 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.

How to Apply

Submit resume

EMAIL: jsvensson@myagewell.org

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