

## Job Opening

**Title :** Nutrition Program Coordinator (Per-Diem)  
**Location :** South Orange County  
**FMLA:** Non-Exempt/Hourly  
**Status :** Monday-Friday (hours/days vary) depends on assignment

*[Ability and willingness to work flexible days/hours and travel to local Senior Centers in our service area. Must have reliable transportation.]*

### **POSITION SUMMARY**

A great way to help seniors.

The Nutrition Program Coordinator covers daily operations of our nutrition manager at the Age Well Senior Center locations as needed to cover staff vacations. The coordinator is trained in all operations and will fill in with Meals-on-Wheels and or Grab and Go lunches. COVID protocol in place PPE provided. Immediate openings.

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

- Oversee Meals-on-Wheels volunteers and Program volunteers, delegation of duties and ensure work is completed in a timely manner.
- Comply with the Food Safety guidelines (e.g., safe food handling, ensure food temperatures are safe and recorded, following sanitation and safety procedures.)
- Oversee packaging of meals on wheel orders, ensure that delivery bags and route sheets, are ready for scheduled routes.
- Ensure that meal delivery bags/equipment are cleaned and sanitized at the end of each meal route.
- Keep accurate records of meals delivered, and paperwork.
- Reconciliation of daily meal orders, cash receipts, and SAMS registration forms.
- Responsible for collecting weekly and monthly donations, count monies, and prepare daily cash receipts.
- Place meal orders for Nutrition Program and prepare paperwork for the following day.
- Perform telephone assessments following Covid protocol for Home Delivered Meal clients and assist with the completion of participant reassessments on a quarterly basis SAMS registration forms.
- Provide participants with referrals to community resources, including agency's services including but not limited to Case Management, Non-Emergency Medical Transportation, etc.)
- Comply with Covid guidelines to place clients on Home-Delivered Meal Program.
- Comply with Covid Nutrition Site Procedures, and stated regulations including, but not limited to, Title III, Health, Older Americans Act, and Safety.

### **SUPERVISORY RESPONSIBILITIES**

Supervise volunteers within Covid protocol.

**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.

**EXPERIENCE**

Friendly, positive and good human nature.

Experience working with seniors is preferred.

- Food Handler or ServSafe Certification preferred.
- Demonstrates good interpersonal skills.
- Able to communicate and work effectively with seniors, supervisors, staff and volunteers.
- Ability to work independently and demonstrate good judgment and initiative
- Must be well organized, detail oriented with strong time management skills.
- Must be computer literate MS Office and MS Excel

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, procedure manuals and reports.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Must be proficient at Excel.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Food Handler or ServSafe Certificate preferred

Valid Driver's license

Proof of auto insurance and registration

**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 and or push 30-50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception and the ability to adjust focus.

**TO APPLY:**

Apply online and email [jvsvensson@myagewell.org](mailto:jvsvensson@myagewell.org)