

JAMIESON COMMUNITY CENTER

JOB DESCRIPTION

CLASS TITLE: Congregate Meal Site Manager

FUNCTION: Under direction and supervision, is responsible for the management and supervision of congregate and home delivered meal program at a designated meal site. Responsible for registration of meal participants, meal service, receiving donations and completion of daily and monthly reports.

SUPERVISION: Responsible to the Program Coordinator.

EXAMPLES OF DUTIES:

- Works at the nutrition site for a minimum of two (2) hours each day meal service is provided.
- Schedule and supervise volunteers to assist with daily duties.
- Receive training in food service sanitation, allergens and portion control.
- Receive training in Cardio Pulmonary Resuscitation (CPR), First Aid and the Heimlich maneuver (choking aid).
- Maintain systematic, complete and accurate records of the congregate meal program and home-delivered meals for the meal site.
- Maintain daily communication with Food Service Coordinator and Program Coordinator regarding Senior Nutrition program.
- Understand and adhere to all policies and procedures.
- Attend periodic meetings, workshops and seminars.
- Prepare accurate, concise and complete reports as requested.
- Perform other related tasks as assigned by the Executive Director.
- Will facilitate assistance to people with disabilities to access nutrition services at the congregate meal site.

QUALIFICATIONS:

- Knowledge of the principles of menu planning, nutrition and appropriate meal patterns for older adults.
- Ability to relate well to people of all ages, sexes, religions, races, and ethnic groups.
- Excellent organizational skills.

EDUCATION & EXPERIENCE:

High school diploma with 2 years previous experience in food service.
Certified Food Protection Manager and Allergen certification required.