

Job description – Site Manager, Marion Senior Services

Reports to Nutrition and Outreach Director

SUMMARY

The Site Manager is responsible for daily operation of congregate dining site, including: record keeping, preparation, arrangement and cleanliness of the site, supervision of volunteers and distribution of all meals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Complete intake forms on new participants, assist in outreach of new participants and follow up on prolonged absences by telephoning clients.
- Supervise check-in procedure and maintain records of daily attendance, meal count and food orders.
- Control distribution of all meals at the site, including ordering meals, verifying count, packing pre-packaged meals in containers for delivery and serving bulk meals at dining site.
- Perform required food temperature checks to assure compliance with regulations.
- Maintain meal site volunteer sign-in sheets.
- Oversee and implement daily planned activities.
- Responsible for cleanliness and security of site, including maintenance of equipment, food pans, floors and restrooms in clean and sanitary condition. Report any unusual incident or accident to supervisor immediately.
- Responsible for delivering monetary contributions and record sheets to main office weekly and picking up site supplies stocked in office as needed.
- Attend meetings/training as scheduled.

SUPERVISORY RESPONSIBILITIES

- Responsible for the coordination of activities of volunteers at the meal site.

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, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

ESSENTIAL REQUIREMENTS

- High school diploma or equivalent

- One year of related experience a plus
- Food Service experience recommended

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Florida Class E Driver's License and Driving Record that meets company's insurance standards is required.
- Must have own reliable transportation
- Food Safety Certificate recommended

MINIMUM NECESSARY RESTRICTION TO PHI To perform the functions of this job, persons in this position may require access to or exposure to client information. Incidental exposure of Protected Health Information may occur during the workday. Employee must keep all personal information confidential.

LANGUAGE SKILLS

- Ability to read and interpret common program guidelines and procedures such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write correspondence.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply or divide numbers.

REASONING ABILITY

- Ability to carry out written or oral instructions.
- Ability to solve problems.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Variety of walking, standing, sitting, stooping.
- Able to lift up to 50 lbs. routinely.
- Occasional stress from dealing with multiple demands.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Congregate meal site
- Travel to designated locations as needed, must have reliable transportation.
- Frequent contact with staff and public.

Job Type: Part-time

Salary: From \$15.00 per hour

Expected hours: 20 per week minimum

Benefits:

Dental insurance

Vision insurance

Experience level:

1 year

Schedule:

Monday to Friday

Work Location: In person