



**Position Title:** Nutrition Program Mealsite Manager

**Report To:** ADRC Supervisor

**Purpose of Position:** The Mealsite Manager oversees Nutrition Program Congregate and Home Delivered meal service operations.

**Duties and Responsibilities:**

- Accepts telephone meal reservations, cancellations and Home Delivered meal service referrals in home.
- Recruits and oversees Congregate mealsite and Home Delivered meal service volunteers.
- Collects and deposits Nutrition Program donation revenue.
- Compiles and maintains accurate Nutrition Program record keeping. Submits record keeping in a timely manner.
- Educates Nutrition Program participants (bulletin board postings, handouts, announcements, etc.) on current information and issues affecting older persons.
- Conducts mealsite programming (nutrition education, health, wellness, etc.)
- Performs in-home assessments to determine Home Delivered meal service eligibility.
- Coordinates Home Delivered meal service operation including supervising volunteers and Food Transporter(s) if applicable.
- Trains Substitute Mealsite Manager(s) on mealsite record keeping and meal service operations.
- Conducts mandatory monthly Site Council meetings with Congregate mealsite participants.
- Attends mandatory monthly Staff meetings.
- Attends other trainings and/or meetings as required.
- Reports mealsite conflicts and problems to the Aging & Disability Resource Center (ADRC) Supervisor.
- Advises ADRC Supervisor on Nutrition Program policies and procedures.
- Maintains regular and predictable attendance. Works extra hours as required.
- Performs other duties as assigned.

**Minimum Training and Experience Required to Perform Essential Job Functions:**

Graduation from high school or GED with experience working with older persons and/or persons with disabilities, supervisory experience, food service experience; OR any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities for this position.

**Knowledge, Skills, and Abilities:**

- Familiarity and sensitivity to needs of older persons and persons with disabilities
- Ability to relate and communicate effectively with others, verbally and in writing.
- Ability to work independently and make sound judgments.
- Ability to perform duties in a dependable manner.
- Knowledge of community resources.
- Ability to oversee and work cooperatively with others.
- Ability to follow instructions and be flexible to change.
- Ability to maintain Nutrition Program confidentiality.
- Ability to accurately count money and perform record keeping tasks.
- Ability to lift, carry, push, pull or otherwise move objects up to 20 lbs. Up to 10 times per shift, understanding and utilizing proper body mechanics.

**Salary:** \$12.39 Per Hour 2016 Rate **Mileage:** \$.54 Per Mile IRS Rate

**BLOODBORNE PATHOGENS EXPOSURE RISK CATEGORY C**