

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: SENIOR SERVICES - Senior Center Meal Site Coordinator

NATURE OF WORK

Under the direct supervision of the Senior Services Director, this position is responsible for the effective daily operation and management of the Meal Site offered at the Senior Center. He/she will receive guidance from the Senior Services Director while carrying out duties under minimum supervision.

The position is a non-union position and is appointed by the Town Administrator.

SUPERVISION RECEIVED

This is a year-round position under the general guidance and direction of the Senior Services Director and/or other duly assigned management staff within the department.

SUPERVISION EXERCISED

Supervision is exercised over a minimal number of paid part-time employees and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain a clean and safe kitchen, matching the required Food Safety Certification standards.
- Take the temperature of food. Record temperatures immediately upon receiving the food and before serving.
- Set tables, serve lunch and clean tables after lunch.
- Collect money from lunch participants.
- Train and supervise volunteers and keep a record of volunteer hours.
- Take lunch reservations and cancellations. Submit meal counts to the caterer on the Thursday prior to the upcoming week.
- Follow inclement weather policies.
- Provide refreshments for periodic programs and clean up refreshments after the programs.
- Perform related duties and paper work as required.
- Additional duties as assigned by Senior Services Director as deemed necessary.

DESIRED MINIMUM QUALIFICATIONS

Valid Drivers License necessary.

Hold Certification in Food Safety Management or will obtain within 3 months of hiring.

Preferred – Work experience with the geriatric population and knowledge of the field assignment.

TOOLS and EQUIPMENT USED

Kitchen appliances, kitchen utensils, oven, stove, dishwasher, cleaning supplies, etc.

PHYSICAL DEMANDS

Most work is performed in a kitchen setting.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, and which are normally found in a kitchen setting.

The noise level in the work environment is usually moderately quiet and occasionally loud in indoor/outside conditions.

Senior Meal Site Coordinator Posting Description continued-

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview(s) and reference checks; job related tests may be required. The selection will be made by the Town Administrator based on a recommendation from the Department Director.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Hourly rate based upon experience.

This position has a six-month probation period.