

Employee: _____

**Semcac
Job Description**

Job Title: Site Manager – Snap Outreach
Department: Senior Nutrition
Reports To: Program Coordinator
FLSA Status: Non-exempt
Prepared By: Jeff Wyant
Prepared Date: May 13, 2009
Reviewed Date: 10/31/14, 8/23/16, 1/25
Revised Date: 3/18/13, 5/9/18
Approved By: Pat Georgens, Jeff Rogness
Approved Date: 5/14/09, 3/22/13, 5/10/18, 1/25

SUMMARY

Is responsible for the planning, managing, and coordination of programs and services at the Stewartville Center for Active Adults that focus on helping seniors to remain independent and in their own homes, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned, as required by the ever changing environment of food service.

For the Dining Program:

- Plan, schedule, and facilitate one recreational and one informational program/activity each month, around the meal service.
- Assist/direct meal service and cleanup following meals.
- Communicate meal order numbers and menu issues with Kitchen.

Comply with State Dept. of Health code/maintain meal service area in clean manner.

6. Market and promote the dining service to the public...to include but not be limited to developing and distributing program flyers/posters, making public presentations, submitting newspaper articles, interviewing for TV/cable spots, etc.
7. Collaborate and partner with outside organizations to enhance the services provided and target the vulnerable, low-income.
8. Recruit and increase diner attendance/participation, by conducting regular outreach, scheduling recruitment events, etc.
9. Clerical duties such as maintaining site/client records, reporting activities, and submitting required reports in a timely fashion to the Administrative Office.
10. Recruit, train, coordinate, supervise, and recognize volunteers. Plan and conduct annual Volunteer recognition event.
11. Provide information and referrals for clients to other services.
12. Work with Center for Active Adults to identify local senior needs and determine the direction of services that is appropriate.
13. Attends required staff/collaborative meetings, to stay abreast of food service and program changes.
14. Organize site council and quarterly hold meetings.

16. Assists with local fundraising efforts for the Program.

For Snap Outreach activities:

1. Facilitate and promote SNAP programs through outreach at local food shelves, pantries, and shelters.
2. Facilitate snap applications, assistance, and referrals.
3. Attend Snap Training meetings
4. Prepare reporting documents of quarterly units, applications assisted, applications referred.
5. Other duties as assigned by Board

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities with paid staff. Supervises 3-10 volunteers each day on 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 enable individuals with disabilities to perform the essential functions. Food service experience is helpful.

EDUCATION and/or EXPERIENCE

Associate's degree (A.A.) or equivalent from a two-year college or technical school; or four years related experience and/or training; or equivalent combination of education and experience in the field of social work or human relations.

TECHNOLOGY

Must be proficient with Microsoft office software. Must have experience with internet applications.

ACCOUNTABILITY

The employee in this position will be expected to have a pleasant demeanor, a positive attitude, and a team commitment. The employee must be willing to engage in professional development efforts as available for the position and requested by their supervisor. The employee in this position is accountable to the regional Program Coordinator for completion of assignments, high standards of accuracy, attention to detail, and timely completion of assignments and tasks.

LANGUAGE SKILLS

Ability to read and interpret documents such as procedure manuals, safety and health regulations. Ability to write routine reports and correspondence. Ability to communicate effectively to clients, staff, volunteers, and the public -in written form, using the computer internet, one-on-one in person and on the phone. Ability to compose and deliver speech to public groups seeking program information.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide using whole numbers, fractions, and decimals. Ability to compute ratios and percents.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions in written, oral or diagram form. Ability to reason and respond to common inquiries or complaints from clients, staff, or members of the community. Ability to maintain confidentiality of client data.

CERTIFICATES, LICENSES, REGISTRATIONS

None

OTHER REQUIREMENTS

The employee must have access to reliable transportation to staff meetings and to conduct outreach, daily banking, and weekly mailing.

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.

While performing the duties of this job, the employee is regularly required to stand and walk, use hands to finger, type, handle, and feel: reach with arms and hands, and talk and hear. The employee is daily required to lift and/or move dishwashing racks- weighing up to 30 lbs and occasionally lift items weighing up to 50 lbs. Sweeping and vacuuming may be required.

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.

While performing the duties of this job, the employee is exposed to some hazardous chemicals and very hot water related to dishwashing and/or sanitizing of tables. There is occasionally weekend and evening work required. The noise level in the work environment is usually moderate.

SEMCAC RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

SEMCAC IS AN EQUAL OPPORTUNITY EMPLOYER.

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS DESCRIBED IN THIS JOB DESCRIPTION.

Are you capable of performing, in a reasonable manner, with or without reasonable accommodations, the activities described in the job description?

Please Check one: _____Yes _____No

Employee Signature

Date

Supervisor's Signature

Date

Director's Signature

Date