Semcac
Job Description

Job Title: Site Manager-III
Department: Senior Nutrition
Reports To: Program Coordinator
FLSA Status: Non-exempt
Prepared By: D. Betthauser
Prepared Date: May 8, 1999
Approved By: Pat Georgens
Approved Date: June 14, 1999

SUMMARY
Coordinates all activities of the nutrition program dining site and Meals on Wheels operation on a day-to-day basis, by performing the following duties.

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

Monitor meal preparation and service of congregate and/or meals on wheels and report any issues/concerns to Program Coordinator.

Organize site council and quarterly hold meetings.

Order needed supplies from office.

Recruit and maintain participant attendance/participation, by conducting regular outreach, and scheduling recruitment events.

Maintain site/client records, and submit required reports on a timely basis.

Recruit, train, coordinate, and supervise volunteers.

Follows local, state, and federal health, safety, and sanitation regulations.

Plan and carryout informational and recreational programming for the meal site.

Provide information and referrals for clients to other services.

Plans and implements the annual volunteer recognition event.

Assists with the hiring and training, and contributes to the performance appraisal of the kitchen staff or food deliverers.

Distributes personnel realted materials to all site staff.

Arranges for substitute staff on an as needed basis.

SUPERVISORY RESPONSIBILITIES
Indirectly supervises one Head Cook, and possibly one Assistant Cook, and possibly one Kitchen Helper, as well as

1-3 food deliverers. Supervises 10-15 volunteers each day on site -both congregate and meals on wheels..

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.

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED) and one year experience in this or similar position; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read and interpret documents such as procedure manuals, site specific contracts, and safety and health regulations. Ability to write routine reports and correspondence. Ability to speak effectively to clients, staff, volunteers, and the public - 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 intructions in written, oral or diagram form. Abilty 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

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 and arms to manipulate serving utensils, open trays and carriers, and reach for items, as well as to taste and smell. The employee is occassionally required to sit, bend, stoop, or climb. The employee is ocassionally required to lift and/or move items weighing up to 50 lbs. Sweeping and/or 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.

Majority of work occurs in the dining site. While performing the duities of this job, the employee is exposed to some hazardous chemicals related to dishwashing and/or sanitizing of tables. There is some exposure to outside weather conditions and hazards when completing Meals on Wheels home visits. The noise level in the work environment is usually moderate.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE ALL INCLUSIVE, AND THE SITE MANAGER III WILL ALSO PERFORM OTHER RELATED DUTIES AS ASSIGNED.

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.

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