

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: PARKS & RECREATION - Senior Meal Site Manager

NATURE OF WORK

Under the direct supervision of the Senior Activities Coordinator, 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 Activities Coordinator 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 Parks & Recreation 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.
- Maintain a current Certified Food Safety Manager's license with the State of Rhode Island.
- Take the temperature of food. Record the temperature immediately upon receiving the food and a half-an-hour prior to 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 for West Bay Community Action.
- Take lunch reservations and cancellations. Meal counts must be sent to Encore Catering and Westbay Community Action on the Thursday prior to the upcoming week
- In the event of inclement weather or lunch cancellation, Encore Catering MUST be informed by 6:00am that morning or West Bay will incur a charge in the full amount of the meals ordered.
- Provide refreshments for periodic programs and clean up refreshments after the programs.
- Perform related duties and paper work as required:
 - ALL new participants MUST fill out a PIF form in its entirety and faxed/scanned to West Bay Community Action.
 - Complete a bank deposit slips for West Bay Community Action bank account related to the Meal Site.
 - Complete a weekly sales report w/deposit slip(s) and volunteer hour sheet (if applicable) and fax/scan to West Bay Community Action by Wednesday of the following week.
 - Complete a monthly participant roster for West Bay Community Action and fax/scan to West Bay Community action upon completion
- Additional duties as assigned by Senior Activities Coordinator as deemed necessary.

DESIRED MINIMUM QUALIFICATIONS

Preferred – Minimum of an Associate Degree or equivalent with 2 years' 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.

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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.

Most work is performed in a kitchen setting. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, find, handle or feel objects, tools or controls; and reach with hands and arms.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

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

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.