



## JOB DESCRIPTION: Meal Site Coordinator- Senior Services

Job Title: <b>Meal Site Coordinator</b>	Type of Position: <b>Part-Time</b>
Unit/Division: <b>Senior Services</b>	Reports to: <b>Senior Services Director</b>
Review: Every Two Years	Last review date: 5/1/2024

### GENERAL DESCRIPTION

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. They will receive guidance from the Senior Services Director while carrying out duties under minimum supervision. The position is non-union and is appointed by the Town Administrator.

### DUTIES AND RESPONSIBILITIES

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

## **JOB REQUIREMENTS**

1. Previous experience in food service and/or elder services is preferred.
2. Valid Drivers License
3. Hold certification in Food Safety Management or will obtain within three months of hiring.
4. Work experience with the geriatric population and knowledge of field assignment preferred.
5. Excellent communication and organizational skills.

## **PHYSICAL REQUIREMENTS & WORKING CONDITIONS**

The employee is required to use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is frequently required to stand, walk, talk, see, hear, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

This employee works primarily in a kitchen setting using oven, stovetops, dishwasher and other appliances and utensils.

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 or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to perform all essential functions of the job. Other duties may be required by the Senior Services Director.