

SENIOR DINING MANAGER

FUNCTION OF THE JOB

Under supervision, to organize and supervise the serving of meals to senior citizens; to organize and coordinate social and recreational activities; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Provides ongoing quality and quantity control of meals, reporting any discrepancies to the Nutrition and Transportation Services Supervisor or designated representative.
2. Supervises the set up, serving, and clean up activities by volunteers; participates when required.
3. Supervises the packaging and delivery of meals to the homebound seniors; updates any changes in client eligibility status; and reports emergency and crisis situations needing immediate attention.
4. Plans and schedules routes and drivers for the delivery of meals to homebound seniors.
5. Purchases program related materials and supplies when needed.
6. Determines appropriate number of meals to be served daily; keeps daily records; supervises the processing of participant donations; makes daily bank deposit.
7. Prepares and submits a variety of records and reports on such items as food quality, meal discrepancies, daily activities, daily and monthly counts, and volunteer hours and mileage.
8. Trains and supervises the work of volunteers who assist with the congregate and/or home delivered meal programs and assists in assigning work and evaluating volunteer performance.
9. Provides information related to the meal program such as nutritional guidance and education.
10. Arranges social, recreational, and educational programs and activities.
11. Serves as a representative of the program in day-to-day contacts with the local dining center community.
12. Refers clients eligible for the program and refers program participants to other resources and services, as necessary.
13. Participates in monthly in-service meetings and any other training mandated by the ADRC.
14. Establishes and maintains effective working and public relationships with program participants, volunteers, and the local community.
15. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Working knowledge of food serving methods.
2. Working knowledge of sanitation and health precautions in the serving of food.
3. Working knowledge of community resources and agencies.
4. Working knowledge of standard office equipment, including telephone, computer, copier, and fax machine.
5. Some knowledge of the social, physical, and psychological needs and characteristics of the elderly.
6. Ability to plan, organize, and direct the work of volunteers.
7. Ability to organize and coordinate the activities of the various programs and services offered by the Aging and Disability Resource Center.
8. Ability to work independently with minimal supervision.
9. Establishes and maintains effective working and public relationships with program participants, volunteers, and the local community.
10. Ability to prepare and maintain accurate records and reports.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

11. Ability to utilize a computer and email.
12. Ability to deliver meals to homebound seniors.
13. Ability to demonstrate leadership, professionalism, and positive attitude.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. High School Diploma or GED.
2. One year of work or volunteer experience working with the elderly or work experience in the preparation and serving of food is preferred.
3. Certification in food safety and sanitation, ServSafe, or program-specific training certification upon hire or within ninety (90) days of hire.