

## **FOREST COUNTY OFFICE ON AGING**

### **Position Description**

Position Title: Site Manager

Reports to: Office on Aging Coordinator

FLSA Status: Non-Exempt

County Status: Limited Term Employee

Pay Grade/Pay Structure: \$11.29 per hour

#### **I. Position Summary:**

Provides the safe and sanitary management of catered food following Nutrition Program Standards for congregate and home delivered Nutrition Program participants. Sets-up dining area and cleans-up the kitchen and dining area. Provides oversight of volunteers. Completes required program paperwork, and serves as liaison between Office on Aging and participants. Performs other duties as required.

#### **II. Primary Duties and Essential Responsibilities:**

- Responsible for the overall functioning of the meal site.
- Opens the site in a timely manner each serving day so that phone calls may be accepted, including emergency cancellations and reservations for the following day.
- Ensures that any cancellations or reservations are noted on the site register, to site registration volunteers and called into the caterer by 2:00 p.m. of each workday to insure an accurate meal count.
- Welcomes all new participants, assist with the registration process keeping information confidential and deliver registration forms to the office in a timely manner.
- Sets-up the site for the day, along with volunteers, including table and chair set-up, registration table set-up, donation /suggestion box set-up and other preparations based upon need.
- Ensures all tables, countertops, dishes and eating utensils are properly sanitized prior to use.
- Instruct volunteers in safe table set-up/take down, appropriate table preparation including a bleach water mist prior to setting the tables, clean-up practices including sweeping of floors and dish washing/drying.
- Ensure that door volunteers understand program regulations, insuring that individuals under the age of 60 pay the full meal cost unless the individual has a spouse 60 or older actively participating in the Nutrition Program.
- Reviews volunteer paperwork at the end of each month for accuracy and submit to the Aging office with other end of month paperwork.
- Responsible to receipt, deposit on a daily basis, and report all meal donations and payments.
- Oversees volunteers on an ongoing basis.
- Ensures safety and sanitation standards are followed by all staff and volunteers.
- Records refrigerator/freezer temperatures each workday, forwarding record sheets to the Nutrition Coordinator at the end of each month.

- Records food temperatures with caterer delivery personnel insuring that foods are in the appropriate hot/cold ranges.
- Upon delivery of food, the Site Manager will take food temperatures and immediately place food needing to be kept warm in pre-heated ovens / tabletop warmers or refrigerate / freeze.
- Maintain food temperatures at the appropriate levels until the time of serving.
- Ensures that all food for the homebound is placed in appropriate containers according to required portions of the Nutrition Program, and ensures food is kept at appropriate temperature levels.
- Serve all congregate meals; with portions served will be in the amounts as are required by Nutrition Program standards.
- Work with volunteers to insure that the site is thoroughly cleaned each day and dishes, utensils, pans, homebound carriers, etc. are appropriately sanitized and stored, and ensures all supplies and equipment are locked in the storage room prior to leaving for the day and that all site entrance/exit doors are locked.
- Complete time sheets and submit to the office on a weekly basis.
- Works with office staff, the program nutritionist, and caterer's staff to insure program regulations are met and participants are served in the best manner possible.
- Performs other duties as assigned by the nutritionist and/or the Office on Aging Coordinator within the scope of responsibility and skill requirements for the job.

### **III. Additional Responsibilities**

- May be requested to fill-in for other site staff on occasion. .
- May assist the Site Manager with shopping or purchases made at the direction of the Site Manager, providing receipts for all purchases to the Site Manager on the day of purchase.
- Attends approved Food Safety and Sanitation course
- Attends meetings of the Forest County Nutrition staff and the annual safety/sanitation course required of all Commission on Aging Nutrition staff.
- Assists participants with registration forms as requested by participants, as need, ensuring confidentiality of all information gathered.
- Assists participants as necessary and work with the Site Manager and volunteers to promote a healthy and safe environment.
- Promotes social interactions and activities for participants.
- Disseminates Aging news and information.

### **IV. Supervision**

Receives direct supervision from the Office on Aging Coordinator who will spot check work for completeness, conformance with established policies and effective accomplishment.

### **V. Physical Demands and Work Environment**

*The physical requirements are those demands the employee is expected to encounter in the performance of the essential functions of the job. The work conditions are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee is regularly required to engage in conversation and is required to speak and listen. The employee is frequently required to sit and use hands to grasp and place objects. The employee is occasionally required to walk and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Ability to work under conditions that require exposure to environmental factors such as heat and cold, pollen and dust, disease, blood and bodily fluids, second hand tobacco smoke, odors, animal bites, and violence. This exposure may cause some discomfort and presents a risk of injury.

## **VI. Minimum Qualifications**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below should be representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

**Education:** High school diploma or equivalent preferred.

**Experience:** One (1) year of experience serving the elderly in the private or public sector preferred. First aid training and certification preferred.

### **Skills, Knowledge and Abilities:**

- Strong verbal communication skills.
- Ability to communicate and interact positively with seniors, volunteers, other professionals, staff members and the general public.
- Ability to maintain confidentiality.
- Ability to complete paper work thoroughly and in a timely manner.

**Licenses and Certifications:** Must be willing to take and pass the approved Food Safety and Sanitation Course. Must possess and maintain a valid Wisconsin Driver's License, a reliable, insured vehicle, and maintain minimum county insurance requirements.

**Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT

OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF  
EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on May 23, 2017

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_