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| Job Title: | **Senior Center Congregate Site Coordinator**  |
| Department: | **Senior Nutrition**  |
| Reports to: | **Senior Nutrition Manager** |
| Grade: | **SN I and II** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt**  |
| Prepared by: | **Lisa Robitshek** |
| Date: | **August 2, 2016** |
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| **Purpose:** To coordinate the Senior Center Congregate site to help seniors receive well-balanced meals, along with fun and fellowship, while ensuring that all regulations and requirements are met.  |
| **Essential functions:*** Serve as host or hostess, ensuring everyone feels welcome and to do everything possible to encourage increased attendance.
* Promote volunteerism and encourage volunteers to document their volunteer hours. Coordinate all kitchen volunteers and work with the Senior Center Congregate Helper, filling in as needed, and ensuring that regulations and program requirements are followed for the following tasks:
	+ Maintain the reservation system, including calling in the meal count to the kitchen, ensuring participants sign in each day, issuing receipts for non-seniors, working to minimize wasted meals, maintaining written records and turning them into the office in a timely manner.
	+ Encourage participant registration with required NAPIS reporting system by helping to ensure individuals sign in with at least their name, date of birth, and nutritional risk information.
	+ Ensure volunteers take temperatures of the food daily and record on an appropriate form.
	+ Coordinate the volunteers who set up each day, including sanitizing tables before and after each meal.
	+ Coordinate volunteers serving the meals. Also responsible for ensuring volunteers wash their hands before serving, and use gloves and appropriate utensils to insure both food safety and proper portion control.
	+ Ensure any leftovers are offered as “seconds” and that other food, with the exception of milk and fruit, will be thrown away.
	+ Ensure Project income is counted and recorded each day by two unrelated individuals. Make arrangements for funds to be sent to the Senior Nutrition Program on a predetermined schedule.
	+ With the help of volunteers, ensure serving utensils, any dishes, and transport containers are cleaned. Transport containers will be sanitized at the Goodwill kitchen. Leave facility as clean as it was before arrival and ensure garbage is disposed of daily.
	+ Notify the office when problems arise.
	+ Pick up meals and bring to the Senior Center site as needed.
	+ Attend required trainings.
	+ Perform other duties as required and assigned.
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| Position Objectives:* Coordinate Senior Center Congregate site volunteers.
* Help seniors receive well-balanced meals along with fun and fellowship.
* Ensure compliance with all requirements and standards, including adherence to temperature standards and reporting requirements.
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| **Measured by:*** Annual evaluation
* Client, staff, volunteer, and co-worker feedback
* Compliance with requirements and standards
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| **Minimum Education:*** A minimum of a high school education or equivalent.
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| **Minimum Experience:*** Working with the public in related field or with the senior population preferred.
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| **Essential Abilities:*** A commitment to the NMCAA philosophy and mission.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member.
* Ability to handle details.
* Ability to perform physical tasks to carry out specific job duties.
* Valid driver’s license, car insurance, and dependable transportation as needed.
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| **Minimum Skills Required:*** Collaboration skills
* Client focus and concern for the well-being of recipients
* Flexibility and resourcefulness
* Composure in emergency situations
* Positive verbal and non-verbal communication and interpersonal skills with clients, families, staff, and volunteers
* Strong organizational and management skills
* Leadership skills to develop and mentor volunteers
* Must be computer literate
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| **Minimum Physical Expectations:*** Physical activity that often requires standing, bending, stooping, reaching, and/or twisting to pack meals in vehicle and deliver them to clients.
* Physical activity that sometimes requires travel by car.
* Physical activity that always requires lifting under 25 lbs.
* Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs.
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| **Minimum Environmental Expectations:**The Senior Center Congregate Supervisor is in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer, and chef’s knives. The employee is frequently exposed to heat, steam, fire and noise. The employee may also in a vehicle which always exposes them to traffic dangers. |