



## POSITION DESCRIPTION

### Senior and Disability Services Senior Meals Program Senior Meals - Site Coordinator

Senior Meals Program Site Coordinator	
EMPLOYEE NAME:	_____
Position Title:	Senior Meals - Site Coordinator
Classification/Salary Range:	Senior Meals Site Coordinator / Senior Meals Range 3
Division/Unit:	Senior and Disability Services / Senior Meals
Manager:	Program Manager
FLSA Status:	Non-exempt, overtime-eligible
Representation:	Not represented
Position Location:	One of the Senior Meals sites located throughout Lane County, or other locations as needed
Position Purpose	
<p>Under the supervision of the Senior Meals Program Manager, the Site Coordinator is a member of the team of staff who creates a positive working environment for volunteers who assist with food service in the Café 60, the portioning and delivery of Meals on Wheels and contribute to a friendly companionable atmosphere for the participants and volunteers.</p> <p>Duties include: recruiting, selecting, training, scheduling, and working with <i>100</i> volunteers who deliver <i>150-170</i> Meals on Wheels per day and who serve the Café 60 dining room; creating a welcoming atmosphere in the Café 60 dining room; maintaining required client records and depositing donations; preparing food orders and delivery instructions; promoting participation of new people; assisting food service staff and volunteers in portioning food and clean up; and delivering meals in an emergency and assisting other staff and volunteers as needed.</p> <p><b>Note:</b> Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of</p>	

duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.

## **Position Essential Functions**

### Financial Responsibility

Monetary responsibility includes accounting and depositing Program donations, ordering Site supplies, and help with occasional fund-raising activities.

### Personnel

In cooperation with others, recruits, screens and trains Relief Coordinator and volunteer positions the operation of the Café 60, Meals on Wheels delivery and kitchen workers. Maintains volunteer records and collects timesheets.

Supervises volunteer staff and conducts staff meetings; maintains a volunteer schedule.

Recognizes efforts of the volunteers regularly.

Coordinates work with Meals on Wheels staff and volunteers.

Administers Food Handlers Tests.

### Food Service

Maintains a fresh and frozen meal reservation and service system and places orders for meal with the assistance of volunteers.

Monitors and maintains sanitation, safety, and quality according to regulations.

Arranges meal delivery to 170 homebound, including planning 7 delivery routes and assigning, training and monitoring Meals on Wheels volunteers, or assists Meals on Wheels staff or others in this regard.

Monitors food quality, acceptability, and menu.

Schedules, trains, and monitors volunteers who set up and serve the Café 60.

Assists with serving, set up, and cleanup as needed.

Delivers Meals on Wheels in an emergency.

### Program Service

Creates an attractive, welcoming atmosphere at the site.

Facilitates communication and problem solving related to site activities and issues.

Coordinates closely with staff, which may include Meals on Wheels Coordinator, volunteers, Senior Connections Worker and Case Managers, regarding assignment to routes, client condition and needs. Manages wait list. Helps follow up when clients do not answer the door.

Maintains awareness of the needs of the site facilities and coordinates facility issues with building operator.

Works with Center Staff and other Senior Meals staff as appropriate to resolve concerns about volunteer or participant behavior.

Promotes participation in site activities, projects, and fund raising.

Makes contacts and/or oral presentation to local groups to promote participation, volunteerism, and fund raising support.

### Reporting Records

Maintains Excel reporting system recording participant meal reservations and food service orders, services received, and program income.

Assures collection and deposit of donations, participant registration, volunteer registration, time reporting and other reports. Maintains record of site fund income and expenditures, prepares charitable donor receipts.

Regularly solicits and reports views on food and services from participants.

### **Other Duties of Position**

Must be available to attend paid meetings and training sessions in Eugene outside regular hours.

Requires knowledge of or ability to learn PC applications including Excel.

Commitment to working effectively and collaboratively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.

Works to participate in the learning environment within the division.

Regular and on-time attendance.

Other duties as assigned.

### **Minimum Qualifications**

Leadership experience and successful volunteer management experience is preferred.

Must demonstrate the ability to keep records, make monthly reports, and organize work.

Must be able to perform typical labor associated with food service such as standing long periods, lifting, bending, and reaching.

Requires knowledge of or ability to learn PC applications including Excel.

Excellent written and oral communication skills.

Ability to think creatively and respond to a changing environment.

Ability to organize, plan, and coordinate multiple tasks with attention to detail; handle multiple interruptions, maintain focus on tasks and produce accurate work.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to work independently and as a member of a team.

Ability to establish and maintain effective working relationships.

Basic understanding of word processing and spreadsheets.

Sensitivity to the issues of limited income people, volunteers, older adults; experience with these populations is helpful.

Ability to communicate effectively with participants, volunteers, and community members to promote their participation or resolve their concerns with professionalism and respect.

Any combination of education and experience that provides the applicant with the skills, knowledge, and abilities required to perform the essential functions of the position.

Food Handlers Card.

Valid Oregon Driver's License, auto insurance, and use of a reliable vehicle.

Ability to pass a DHS Background Check.

Ability to obtain approved First Aid Certification.

### **Knowledge, Skills & Abilities**

Excellent written and oral communication skills.

Ability to think creatively and respond to a changing environment.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to establish and maintain effective working relationships.

Ability to work independently and as a member of a team.

Demonstrates sensitivity to the issues associated with low income, disability, diversity, and aging.

Ability to communicate effectively with participants, volunteers and community members to promote their participation or resolve their concerns with professionalism and respect.

Ability to organize, plan, and coordinate multiple tasks with attention to detail; handle multiple interruptions, maintain focus on tasks and produce accurate work.

### **Signatures**

Employee signature and date\_\_\_\_\_

Manager signature and date\_\_\_\_\_

Human Resources signature and date\_\_\_\_\_