

AgeWell Services		
Part-time Non-exempt	Position: Meal Site Coordinator	Classification: 1 Revised: 3/2019
Default:		

Primary Relationships:

Assessor & Meal Site Manager – Direct Supervisor
 On-Site Cook (if applicable)
 Mission Services Senior Manager

Credentials and Experience:

- Specialized knowledge usually achieved through completion of at least two years of college
- Excellent written and verbal communication skills required
- Achieve ServSafe certification within 6 months of employment or sooner if required by local health department in that county
- Basic computer skills are required, including knowledge of e-mail programs, Excel and Word
- Experience working with community service agencies, older adults, and persons from a variety of socio-economic backgrounds is necessary
- Personal transportation is needed with a valid Michigan driver’s license and insurance

Job Summary:

Responsible for the day-to-day operations of the luncheon program which includes outreach, planning, organizing and coordinating meals and activities, working with the board, village and advisory groups, recruiting, leading and supervising volunteers, and overseeing the Home Delivered Meal coordination as needed. This person also works with and is the back-up to the Cook at the center and may menu plan, shop and cook as part of their duties.

Knowledge and Skills:

Must be organized and able to prioritize tasks, maintain a willingness and patience to help and work with others. Must be able to work independently but also closely as part of the Center team and be supportive and work as one.

Duties & Responsibilities:

- Maintain all **program records and client records** to monitor and assess the quality and quantity of services provided
- **Provide a variety of supportive services** at the center, which include outreach, nutrition education, recreational activities, and programming utilizing volunteers and appropriate resources. Assists to implements high standards of **food safety and sanitation**
- Responsible for the dining room **appearance and cleanliness**, bulletin boards and other areas used for activities within the facility
- **Recruit, train and supervise volunteers or workers** in the operations of the luncheon center, activities, events, fundraisers and the home delivered meals program

- Establish an **outreach system** of recruiting/marketing to locate and serve eligible and target individuals, identifying needs, follow-up and continuity of services. Market and promote services throughout the community through media, posters, churches, businesses and presentations in partnership with Marketing and Outreach Specialist
- Develop the **monthly calendar** of activities with the menu information on a timely basis and distribute to the community
- **Manage the home delivered meal program** - client information, routing, volunteers, reporting, etc. Ensure daily route coverage. This task is in partnership with Transportation Manager
- Devise a written **reservation system** for operation at the luncheon center and an appropriate method for filling cancellations to avoid meal losses
- **Receive donations/program income** from clients for meal tickets via anonymous donation system, oversee the monies and records and deposits of funds
- Develop a **transportation** system utilizing volunteers if needed in partnership with Transportation Manager
- Maintain **client confidentiality** and record security as needed
- **Participate in fundraisers** and involve senior participants in center fundraising activities
- Participate in **in-services**, meetings and trainings as required by AgeWell Services
- **Work with other coordinators, agencies, partners** to utilize their information and services at your centers and to involve your seniors in activities outside of the center and with other groups
- **Open and close** the center and ensure security of the facility
- **Learn the Culinary duties** to assist on site cook (if applicable) and serve as back up when needed. Food prep, heating of meals
- **Perform** any other related duties as assigned

Working Conditions:

Must be able to work with a variety of cleaning products and operate all equipment. Hours may vary slightly according to duties and deadlines. Travel may be required. Must respect environment, privacy and client confidentiality in having conversations and producing reports. The work environment can be a mix with office environment, food service and community rooms with varied lighting and temperature and noise levels. Lifting of at least 30 pounds is required from floor and overhead as well as bending and reaching. Some duties may be considered stressful in nature.

Supervisory Duties:

Volunteers

I have received a copy of this job description and it has been reviewed with me.

Employee Signature	Printed Name Sue Cloutier	Date
HR Director Signature	Printed Name	Date