

## **SENIOR NUTRITION PROGRAM** **JOB DESCRIPTION**

**Job Title:** Meal Site Coordinator

**Hours:** \_\_\_\_\_

**Accountability:** Elderbridge Healthy Aging Program Staff

**Minimum qualifications:**

- 1) Experienced and skilled in leading group activities and record-keeping;
- 2) Sincere interest in serving the needs of senior citizens;
- 3) Ability to work effectively with co-workers as a team member; and
- 4) Ability to recruit and motivate volunteers.

**General Responsibility:** The Site Manager is responsible for coordinating meal service activities which usually occur in the dining room. This person must effectively communicate with the participants, volunteers, cook or caterer, senior center coordinator, subcontractor's Board, Elderbridge Agency on Aging personnel, and other interested community individuals and groups. The Site Manager has responsibility for educational and recreational programming as well as coordination responsibility for home-bound meals.

**Specific duties** may include, but are not limited to, the following:

- 1) Establish effective outreach to assure that older persons with greatest need are served by the program.
- 2) Become knowledgeable about and maintain sanitation standards in the dining room.
- 3) See that menus are posted and distributed to home-bound clients
- 4) Recruit, train and supervise dining room volunteers to accomplish the daily tasks, including setting tables and serving food, and maintain service records as required.
- 5) Assure that tables and dining area are cleaned and sanitized before and after meal.
- 6) Collect contributions from diners who are eligible participants and the full posted charge from ineligible diners. Count contributions together with another reliable person and deposit them daily in savings account. Maintain confidentiality for all contributions.
- 7) Maintain necessary participant and site records confidentially, including effective reservation system.
- 8) Send monthly report and other records such as site self-evaluation and participant survey to Elderbridge Agency on Aging as required.
- 9) Provide daily, varied programming for participants.
- 10) Arrange for Nutrition Education at least monthly for congregate and homebound clients.
- 11) Arrange for health screening activities such as blood pressure checks.
- 12) Become informed about senior services so that meal site is an effective Information & Referral center.
- 13) See that required signs and optional seasonal decorations are put up at meal site.
- 14) See that necessary dining room supplies are available.
- 15) Manage homebound meal service (if applicable):
  - a. Complete eligibility form and respond to applicants.
  - b. Assist homebound recipients with NAPIS registration forms.
  - c. Coordinate volunteers who deliver homebound meals.
  - d. Review documentation as required.
- 16) Assist in serving the meal or dishing up homebound meals as necessary.
- 17) Assist in any way necessary to make the Senior Nutrition Program and meal site run smoothly.
- 18) Attend such training sessions or other meetings as required by Elderbridge Agency on Aging .