

WOODLAND NUTRITION SITE MANAGER

Position Description

POSITION SUMMARY:

The Woodland Nutrition Site Manager reports to the Food Services Manager and ensures that the Meals on Wheels Yolo County (MOW Yolo) services and activities at the Woodland Community and Senior Center are carried out in a way that enhances the MOW Yolo mission and creates an environment that provides nutrition and enriching interaction for vulnerable senior citizens and others with mobility challenges.

REGULAR WORK SCHEDULE:

Part-time Monday, Wednesday, and Thursday from 8:30 a.m. – 1:30 p.m., with the possibility of an extended work week (Monday through Friday) in the future. Work primarily at the Woodland Community and Senior Center (“Congregant Site”) at 2001 East Street in Woodland with occasional work at MOW Yolo headquarters at 40 N. East Street, Suite C in Woodland.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Nurture a Nutrition Site culture that teaches, motivates, and connects with staff and volunteers to elevate the MOW Yolo experience for our meal recipients.
2. Manage, assist, and complete all MOW Yolo services and activities at the Nutrition Site. This includes supervising meal packaging and distribution, accurately unloading thermal containers and ice chests containing bulk food and supplies, ensuring compliance with established food safety and portioning procedures, and serving meals and drinks to meal recipients at the designated mealtime.
3. Maintain positive, sensitive, and sociable relationships with meal recipients, volunteers, and site staff.
4. Orient new senior participants to the Nutrition Site, complete the necessary intake process with new seniors, and ensure information is readily available to seniors.
5. Supervise, train, and schedule all Nutrition Site staff and meal delivery volunteers.
6. Maintain excellent communications with MOW Yolo headquarters regarding services at the Nutrition Site, sharing key information, successes, and any challenges. This includes communicating with the Program Specialist focused upon orienting recipients to the Congregate/Community Meals program.
7. Keep and submit daily attendance records and meal reservations using processes established by the Programs and Food Services teams.
8. Manage, assist, and complete proper food and kitchen sanitation and safety. This includes maintaining a clean environment by dishwashing, sweeping, and mopping.
9. Monitor kitchen supplies, inventory, and equipment. Submit supply requests at least one week in advance of anticipated needs.
10. Proficient at using and/or learning electronic systems. Comfortable working with Microsoft Office Suite; Google Workspace familiarity is a plus.
11. Willingness to take on new tasks and responsibilities as the position evolves and MOW Yolo grows.
12. Perform all other duties as assigned.



QUALIFICATIONS:

1. Lift and carry 50 lbs., stand continuously up to 5 hours, bend below the waist, and reach above the head.
2. Perform established duties, responsibilities, and expectations independently and with minimal supervision.
3. Read, write, and complete simple math to accurately maintain daily records and reports according to specific instructions and procedures.
4. Adapt and respond flexibly, creatively, and patiently to various situations.
5. Arrive to work on time, maintain a good attendance record with an established schedule.
6. Maintain a high level of personal and professional hygiene, dress, and demeanor.

POSITION LICENSES/CERTIFICATIONS/VACCINATIONS:

1. Current California Driver's License.
2. Proof of automobile insurance.
3. ServSafe Food Protection Manager certification. (MOW pays for this training if it is needed).
4. COVID-19 Vaccination plus Booster.

****Meals on Wheels Yolo County is an Equal Opportunity Employer****