

WEST SACRAMENTO NUTRITION SITE SUPERVISOR Position Announcement

Do you want to be part of an innovative organization making an impact upon the quality of life for hundreds of vulnerable Yolo County seniors and disabled? Is the “why” you do your job a priority in your career? Then you may be the hero we’re seeking to provide nourishing meals to aging adults countywide lacking the access and/or the ability to dependably prepare their own healthy meals.

MOW YOLO APPROACH:

MOW Yolo will be adding a West Sacramento Nutrition Site Supervisor to our already inspired team. We are looking for a Woodland Nutrition Site Supervisor who will:

- Positively engage with meal recipients
- Positively engage with MOW Yolo volunteers
- Be a great team player with current staff
- Embrace our Operation Accelerate goals to nourish more seniors, more nutritiously, and more equitably
- Positively represent MOW Yolo to the community

POSITION SUMMARY:

The West Sacramento Nutrition Site Supervisor reports to the Food Services Manager and ensures that the Meals on Wheels Yolo County (MOW Yolo) services and activities currently serving nearly 150 food insecure senior citizens in West Sacramento complement the MOW Yolo mission in an environment that nourishes and nurtures healthy outcomes.

REGULAR WORK SCHEDULE:

Part-time 20 hours/week, Mondays, Wednesdays, and Thursdays, 8:30 a.m. – 1:30 p.m. plus an additional five hours to be scheduled by mutual agreement with the Food Services Manager. There is the potential for this position to grow into a full-time role. Primary work site is in West Sacramento with occasional work at the MOW Yolo Administrative and Central Kitchen facility 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 meal recipients.
2. Oversight of both the home-delivered meals and congregate meal programs at the Nutrition Site. This includes working with kitchen aides and volunteers to supervise meal packaging and distribution; ensuring compliance with food safety, kitchen sanitation, and portioning procedures; and serving meals to meal recipients when congregate dining is active.
3. Oversight of all Nutrition Site staff. This includes training, supervising and directing, identifying areas for staff improvement, and administering staff schedules and timecards.



4. Supervise and provide support to the Meal Delivery volunteers. Responsible for training and supervising volunteer Kitchen Aides.
5. Maintain positive, sensitive, and sociable relationships with meal recipients, volunteers, and site staff.
6. When congregate dining is active, track, manage, and submit daily attendance records and meal reservations using processes established by the Programs and Food Services teams.
7. Maintain excellent communications with supervisor, the Food Services Specialist, and MOW Yolo Programs Department staff regarding services at the Nutrition Site, sharing key information, successes, and challenges.
8. Monitor kitchen supplies, inventory, and equipment. Manage and submit supply requests at least one week in advance of anticipated needs.
9. Proficient at using and/or learning electronic systems. Comfortable working with Microsoft Office Suite; Google Workspace familiarity is a plus.
10. Willingness to take on new tasks and responsibilities as the position evolves and MOW Yolo grows.
11. Perform all other duties as assigned.

QUALIFICATIONS:

1. Lift and carry 50 lbs., stand continuously up to five 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 Yolo pays for this training if it is needed).
4. COVID-19 Vaccination plus Booster.

COMPENSATION AND BENEFITS:

This part-time position is paid at the rate of \$20.00 per hour, payable per the regular payroll schedule and subject to applicable withholding and payroll taxes and other deductions required by law. Part-time employees receive vacation and sick time accrual, paid holidays annually and may elect to participate in a 401(k) Retirement Savings Plan.

APPLICATION PROCEDURE AND TIMELINE:

Please submit your resume to HR@mowyolo.org. Applicant screening will be ongoing as the goal is to welcome a new team member as soon as possible.



ABOUT MEALS ON WHEELS YOLO COUNTY:

The Meals on Wheels concept first arrived in Yolo County 50 years ago, when the need for low-income, homebound seniors to receive nourishing meals was identified by compassionate volunteers. By 1975, demand had increased, and the nonprofit now known as People Resources, Inc. – operating as Meals on Wheels Yolo County – took the lead to ensure the continuity of this important work. Not surprisingly, the service level has grown more than 50 times larger since those early days. Approximately 400 Yolo County seniors in need of assistance are now provided with five nourishing meals each week via three weekly wellbeing visits by a trained, caring volunteer. Focused upon building the organization's capacity and operational fortitude, "Operation Accelerate" is speeding ahead Meals on Wheels Yolo County's ability to nourish more seniors in more Yolo County communities, more nutritiously and more equitably in the near future.

All positions at Meals on Wheels Yolo County serve as ambassadors to ensure the resources needed for our success, and an innovative, entrepreneurial spirit is encouraged to accomplish both individual and organization-wide objectives. Visit our website for details about our programs and impact: www.mowyolo.org

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