

## WEST SACRAMENTO NUTRITION SITE SUPERVISOR

### Position Description

#### **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.

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