



## JOB DESCRIPTION

### Part-Time Nutrition Site Manager - Winters

**Hours:** Monday, Wednesday, Thursday, 9:30am – 12:30pm (3 hours/day, 9/week)

**Rate of Pay:** \$14.50/hour (non-exempt)

**Benefits:** Paid vacation, paid sick leave, 10 paid holidays/year

**Reports To:** Deputy Director

#### POSITION SUMMARY/DUTIES:

1. Manage, complete, and oversee all Meals on Wheels services/activities at the Winters Community Center meal site.
2. Lead, supervise, and schedule all kitchen/reception/meal delivery volunteers. Train new kitchen volunteers.
3. Accurately unload thermal containers and ice chests of bulk food and supplies.
4. Complete/manage/assist in supervising meal packaging, service, and distribution, ensuring compliance with established food safety and proper portioning policies and procedures.
5. Complete/manage/assist in serving meals and drinks to recipients at the meal site at the designated mealtime. Complete intake paperwork with and orient new senior participants to the meal site.
6. Complete/manage/assist in proper food and kitchen sanitation, safety techniques, and cleaning up to reflect a clean and pleasant environment, including dishwashing, sweeping, and mopping.
7. Ensure all required site paperwork and information is properly displayed and available. Keep a close eye on kitchen supplies, inventory, and equipment, and submit supply requests at least one week in advance.
8. Keep and submit attendance records and meal reservations on a daily/timely basis.
9. Maintain excellent and regular communication with supervisor of all events and incidents at the site. Maintain positive and sociable relationships with staff, volunteers, meal recipients, and site staff.
10. Assist in advocating, marketing, and promoting Meals on Wheels to the community.
11. Perform other duties as assigned.

#### POSITION QUALIFICATIONS:

1. Lift and carry 50 lbs., stand continuously up to 3 hours, bend below waist, and reach above head.
2. Able to supervise, organize, train, and communicate with volunteers engaged in program functions.
3. Relate to and communicate with older adults with positivity and sensitivity.
4. Perform established duties, responsibilities, and expectations independently/with minimal supervision.
5. Actively communicate and maintain positive relationships with supervisor, coworkers, volunteers, clients, and City of Winters staff.
6. Accurately maintain daily records and reports according to specific instruction and procedures.
7. Adapt and respond flexibly, creatively, and patiently to varied situations.
8. Arrive at job on time, maintain a good attendance record, and established schedule.
9. Read, write, complete simple math to maintain records at a level required for a successful job performance.
10. Maintain a high level of personal and professional hygiene, dress, and demeanor.
11. Positively represent our organization to the community at large and to volunteers.

#### POSITION LICENSES/REQUIREMENTS:

1. Must possess and maintain a clean driver's record without major violations (current DMV printout required).
2. Must possess a current California Driver's license & current proof of auto insurance.
3. Must possess a clean criminal history without felony convictions (we pay for the background check).
4. ServSafe certification is required. We will provide this training at our cost if needed.
5. COVID-19 Vaccination Required.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual preference, national origin, ancestry, or physical or mental handicap.