

OSCEOLA COUNTY COMMISSION ON AGING JOB DESCRIPTION

MEAL SITE COORDINATOR

Supervised By: Nutrition Coordinator

Supervises: N/A

Position Summary: Under the supervision of the Nutrition Coordinator, the Meal Site Coordinator organizes the meal site for the senior citizens of Osceola County, including set-up and break down of eating area, planning activities, utilizing volunteers and distribution and clean-up of congregate meals.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Implements and operates a congregate meal site.
2. Assists with the delivery of meals for congregate sites and packages meals for the Home Delivered Meals program.
3. Manages portion control, temperature and time control for food.
4. Maintains cleanliness of the dining area or any area used during meal site. This includes sweeping, mopping and bathrooms and emptying trash cans on a daily basis.
5. Coordinates activities.
6. Maintains daily paper work, donation deposits and participant records as required by our funding contract.
7. Plans and coordinates adult education and nutrition activities and make referrals to Commission on Aging Case Coordinator.
8. Recruits volunteers.
9. Manages the distribution of food items for the congregate and home delivered meals.
10. Assists with promoting the COA when needed.
11. Keeps abreast of legislative and regulatory developments, new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

12. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. The county at its discretion, may consider an alternative combination of formal education and work experience.

Requirements include the following:

Education: High school diploma or GED. Prefer some advance coursework in food service, nutrition, or related areas.

Experience: Preferred two years experience in activities and working with seniors.

The County, at its discretion, may consider an alternative combination of formal education and work experience.

Other Requirements:

1. Be able to successfully pass Serve Safe Class.
2. Ability to manage day to day operations with minimal supervision of program supervisor
3. Recommended and encouraged to be CPR certified
4. Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations
5. Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
6. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public
7. Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations
8. Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master Care Advantage Program and new technologies
9. Knowledge of the principles and practices of providing senior services
10. Knowledge of maintenance techniques associated with providing senior services

11. Ability to attend meetings scheduled at times other than normal business hours

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, walk, climb, use hands and fingers, talk, hear and view and create written documents. The employee uses hand strength to grasp tools and may climb ladders, balance, stoop, kneel or crouch. The employee is frequently required to reach with hands and arms, such as to operate vibrating machinery, use hand tools, etc. and operate motorized equipment. The employee must lift or push/pull objects of up to 50 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee works near moving mechanical equipment and items found in an institutional kitchen setting with ovens, freezers, blenders, steamer and various other pieces of kitchen equipment with exposure to hot stoves, hot trays of food, hot water and steam, as well as frozen foods, sharp knives and other utensils, and chemical cleaning products. The noise level in the work environment is usually moderate, but can frequently be loud.