

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Meal Site Manager	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health Department	REPORTS TO:	Nutrition Program Manager
LOCATION:	Aging and Disability Resource Center	DATE:	April 19, 1996
LABOR GRADE:	Non-Classified/Non-Represented	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Nutrition Program Manager, coordinates Nutritional Services at local meal sites.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Organizes/supervises nutrition program meal sites.
2. Organizes/recruits and trains volunteers at site to assist with nutrition program service.
3. Organizes home-delivered meal services.
4. Ensures proper food storage temperature.
5. Serves food to participants with appropriate utensils according to program policies and procedures.
6. Supervises/participates in dishwashing and general clean-up activities.
7. Maintains adequate program supplies.
8. Calls in reservations daily for next days meal.
9. Follows-up and reports questionable absences of site and home delivered participants to program manager.
10. Prepares and maintains necessary records to meet program requirements.
11. Maintains good public relations with community, local agencies, and senior consumers.
12. Serves as liaison between agency and nutrition program participants.
13. Provides coverage at other county nutrition sites as necessary.
14. Regular attendance and punctuality required.
15. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Organizational skills.
 Good public relations skills.
 Ability to maintain accurate records.
 Ability to work effectively with elderly clients and the general public and volunteers.
 Ability to coordinate/manage volunteer program at sites.
 Ability to pass state sanitation certification during probationary period.
 Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Works at meal sites with occasional office and home visits.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
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EMPLOYEE SIGNATURE: DATE: SUPERVISOR SIGNATURE: DATE:	ANALYST(S): DATE:
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The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.