

ROGUE VALLEY COUNCIL OF GOVERNMENTS

Job Description



Job Title: Nutrition Program Meal Site Coordinator – Central Point		
Department: Senior & Disability Services		
Location: Central Point, OR		
Reports to: Nutrition Program Manager		Travel Required: Local
Last updated: 1/11/2017		Classification: 3
Direct Reports: None	Type of position: Full-time Part-time Limited Duration On-Call Intern	Hours: 20 hours / week Exempt Non-exempt
GENERAL DESCRIPTION		
Oversees the activities of a Food & Friends meal site, including Meals on Wheels home delivery services, to provide meals to senior citizens and eligible adults with disabilities. Coordinates all site activities, including recruiting meal site volunteers, training and scheduling all volunteers, maintaining accurate records, and community relations. Oversees and participates in serving and packaging of lunch for program participants.		
ESSENTIAL JOB FUNCTIONS		
<ol style="list-style-type: none"> 1. Recruits, trains, schedules, and supervises volunteers to assure an adequate number of volunteers to perform various duties at the meal site. 2. Oversees receiving, holding, and packaging of all foods following proper health and sanitation procedures. 3. Assures an attractive, welcoming atmosphere at the site including oversight of maintenance and cleaning of the meal site. 4. Coordinates the packaging of meals for distribution to eligible home-bound seniors and adults with disabilities. 5. Maintains an adequate number of volunteer drivers (including back-up drivers) to deliver meals to homebound clients. 6. Acts as backup for home delivery routes in the event of insufficient volunteer coverage, and ensures that meals are delivered. 7. Oversees the collection and accurate reporting of any donations received at the meal site for the RVCOG Finance Department and maintains appropriate records and provides accurate reports related to the program. 8. Participates in monthly staff meetings and other training events. 9. Participates in fundraising activities. 10. Recruits and trains at least one backup meal site coordinator and compiles written procedures to ensure that a backup coordinator can perform the duties of the meal site. 11. Informs the Nutrition Program Manager of any problems or potential problems, and provides site updates. 		
AUXILARY JOB FUNCTIONS		
1. Performs other related duties as assigned.		
SUPERVISORY RESPONSIBILITIES		
Provides general oversight of the meal site volunteers and home delivery volunteer drivers, if applicable.		
SUPERVISION RECEIVED		
Receives supervision from the Nutrition Program Manager and Nutrition Program Coordinator.		

RELATIONSHIP TO OTHERS

Maintains a close working relationship with drivers, volunteers, and RVCOG staff; a helpful and welcoming relationship with clients; contact as necessary with the general public, community groups, civic organizations, and public institutions.

ACCOMMODATIONS

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

QUALIFICATION REQUIREMENTS

EDUCATION, TRAINING, AND EXPERIENCE

1. Education: High school diploma or equivalent.
2. Experience: A minimum of 1 year of experience in food preparation or coordination of food services.
3. Substitution: Any satisfactory equivalent combination of education, training and experience which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

SPECIAL REQUIREMENTS

1. License: Possession of, or the ability to obtain and retain an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.
2. Vehicle: Possession of, or access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; have a safe driving record at time of employment; and have or be able to obtain a State of Oregon Food Handler card.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Safe food preparation and handling procedures;
2. Record keeping;
3. Basic arithmetic; and
4. The differing needs of older adults.

Related skills:

1. The use of various kitchen equipment.

Ability to:

1. Recruit, plan, coordinate, and direct the activities of volunteers and staff;
2. Organize and direct work schedules;
3. Cope with stressful deadlines and constant interruptions and distractions;
4. Interpret and apply sanitary regulations and direct others to apply sanitary regulations;
5. Be courteous and tactful with senior citizens and the general public;
6. Communicate effectively both verbally and in writing;
7. Maintain and prepare accurate records and reports in a timely manner; and
8. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people.

PHYSICAL DEMANDS

(1) Mobility: long periods of standing, fairly frequent bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, (4) Dexterity: frequent use of keyboard and/or repetitive motion. (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant

coworker and/or public contact.

WORK ENVIRONMENT

Work is performed in a kitchen and dining room environment with some travel in Jackson County and Josephine County. Requires ability to stand for long periods of time and be able to lift up to 30 pounds, including trays of food.

ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY: **Evelyn Kinsella**

Date: 1/11/2017

Nutrition Program Manager

REVIEWED BY: **Ann Marie Alfrey**

Date: 1/11/2017

**Human Resources Manager/Assistant to
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