

# ROGUE VALLEY COUNCIL OF GOVERNMENTS

## Job Description



Job Title:	<b>Nutrition Program Meal Site Coordinator I</b>		
Department:	<b>Nutrition</b>		
Location:	<b>Various</b>		
Reports to:	<b>Nutrition Program Operations Manager</b>	Travel Required:	<b>Local</b>
Last updated:	<b>8/4/2021</b>	Classification:	<b>4</b>
Direct Reports:	Type of position:	Hours: <b>8-22.5 hours / week</b>	
<b>None</b>	Full-time	<b>Part-time</b>	Exempt
	Limited Duration	On-Call	<b>Non-exempt</b>
	Intern		

### GENERAL DESCRIPTION

Oversees the activities of a Food & Friends meal site, including Meals on Wheels home delivery services at one of our locations in Ashland, Cave Junction, Eagle Point, Jacksonville, or Merlin, providing 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 and provides a welcoming dining site.

### ESSENTIAL JOB FUNCTIONS

1. Recruits, trains, schedules, and supervises volunteers to assure an adequate number of volunteers to perform various duties at the meal site.
2. Prepares meal site area for serving; places dishes and silverware on tables; lays out condiments; prepares coffee service; and sets up steam table.
3. Oversees receiving, holding, and serving all foods following proper health and sanitation procedures.
4. Assures an attractive, welcoming atmosphere at the site including oversight of maintenance and cleaning of the meal site.
5. Where applicable, coordinates the packaging of meals for distribution to eligible home-bound seniors and adults with disabilities.
6. Maintains an adequate number of volunteer drivers (including back-up drivers) to deliver meals to homebound clients.
7. Acts as backup for home delivery routes in the event of insufficient volunteer coverage, and ensures that meals are delivered.
8. 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.
9. Participates in monthly staff meetings and other training events.
10. Participates in fundraising activities.
11. Recruits and trains backup meal site coordinators and compiles written procedures to ensure that a backup coordinator can perform the duties of the meal site.
12. Informs the Nutrition Program Managers of any problems or potential problems, and provides site updates.
13. Serves as a Mandatory Reporter of suspected abuse of vulnerable populations as required by policy and regulation.

### AUXILIARY 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 Operations Manager.

## **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 6 months 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. Effectively manage deadlines 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: **Jon Pfefferle** Date: 8/4/2021 **Nutrition Program Operations Manager**

REVIEWED BY: **Jodi Wilson** Date: 8/4/2021 **Human Resources Manager**

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