

Meal Site Manager

The Washington County ADRC department, located in West Bend, Wisconsin, has an excellent opportunity as a limited hour Meal Site Manager. Under the general direction of the Nutrition and Wellness Supervisor, the Meal Site Manager organizes and supervises the serving of nutritious meals to older adults and organizes and coordinates social and recreational activities.

Qualified candidates must possess:

- Knowledge of food serving methods, sanitation regulations, and special needs of senior citizens.
- Ability to oversee the work of volunteers, prepare and maintain accurate reports, communicate effectively orally and in writing, and interact effectively with volunteers and senior citizens.
- Graduation from high school or equivalent preferred
- Must possess a valid Wisconsin driver's license.

Starting hourly rate is \$14.67-\$19.50.

Our Mission: We create an environment for residents and businesses to enjoy our authentic quality of life through a well governed and administered county dedicated to safe and secure communities; economic growth and vitality; effective mobility and reliable infrastructure; and access to basic needs.

Our Vision: Washington County strives to cultivate its rich heritage, vibrant economy and attractive communities through the distinct values that define us.

Our Values: Respect, Optimism, Integrity, Innovation, Compassion, and Collaboration.

Please visit our website at www.co.washington.wi.us to complete our online application. Applications will be accepted until the needs of the Department are met. If you have any questions, please call (262) 335-4633. Thank you for considering Washington County.

Washington County is an Equal Opportunity Employer of Minorities, Females, Protected Veterans, and Individual with Disabilities

Position Summary:

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Under the routine supervision of the Nutrition and Wellness Supervisor, organizes and supervises the serving of nutritious meals to older adults.

Duties/Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Completes intake forms for new program participants.
- Checks the quantity and quality of food (including temperatures) upon arrival and reports any problems to the Nutrition and Wellness Supervisor.
- Ensures that standards of food safety and sanitation are maintained.
- Supervises meal site volunteers ensuring food safety and sanitation are maintained.
- Packages meals for home delivered meal participants and organizes routes for volunteer drivers.
- Responds to emergency needs for meal participants including reaching out to emergency contact and reporting to supervisory staff.
- Delivers meals to home delivered meal participants.
- Coordinates the weekly schedule for home delivered meal volunteer drivers.
- Maintains daily attendance records and oversees participant donations, including daily bank deposits.
- Prepares daily reports on food temperatures, discrepancies, attendance, meal counts and donations collected.
- Maintains and orders necessary supplies.
- Recruits, trains and supervises volunteers who assist with the congregate and home delivered meal programs.
- Provides outreach in the local community, as able.
- Attends and participates in monthly in-service meetings and any other training as directed.

- Works in conjunction with the current meal site manager to provide most efficient meal service delivery.
- This position has the potential to work off-site, managing a restaurant meal site, as part of a future initiative.
- Performs other duties as assigned, including responding to an emergency event.

Work Direction Received:

Works under the routine supervision of the Director.

Supervision Exercised:

Oversees the work of volunteers at meal sites.

Decision Making:

Decisions concerning work assignments for volunteers, food sanitation, and other daily activities are made independently.

Interaction:

There is interaction with meal site managers, meal site volunteers, volunteer drivers, home delivered meal participants, and participants using the meal site as well as community partners.

Essential Knowledge and Abilities:

Knowledge of food serving methods, sanitation regulations, and special needs of older adults. Ability to oversee the work of volunteers, prepare and maintain accurate reports, communicate effectively orally and in writing, and interact effectively with volunteers and older adults. Able to fulfill physical demands of job, sensory demands (seeing and hearing), and cognitive demands (concentration, conceptualization, memorization).

Training and Experience:

Basic reading, writing and math skills. Graduation from high school or equivalent preferred, and some previous work experience. Must possess a valid Wisconsin driver's license.