

Memo

To: Program Directors

From: Sarah Childress

Date: January 16, 2020

Re: Position Opening

This position is currently open. Please forward this to your employees.

Job Title: Congregate Site Supervisor

Location: Hamblen County

Program: Senior Nutrition

Position Summary: Oversees SNP's congregate sites.

Duties and Responsibilities:

- Supervises SNP staff and volunteers who are working in the congregate sites within Cocke, Grainger, Hamblen, Jefferson and Sevier Counties.
- Establishes and maintains a system of meal reservation for all congregate sites.
- Maintains a clean work environment. Follows any policies/procedures regarding the safe handling of food, such as time and temperature control, leftover food policy, employee health policy, and handwashing procedure.
- Ensures that all reports are accurate and up-to-date for all congregate sites within 5 counties.
- Ensures all congregate participants within the 5 counties receive and appetizing meal that follows standards set by ETHRA in a timely manner.
- Aids in locating and establishing new congregate sites.
- Works with Site Supervisors, Apartment Management Specialists, and other to increase congregate participation.

- Plans and implements a volunteer recruitment and training program.
- Receives and turns in any contributions/donation in a timely manner.
- Maintains clean and inviting environment at all congregate sites and ensures that each site meets all requirements set forth by ETHRA.
- Assist kitchen staff in preparation of meals and packaging of meals for delivery when needed.
- Must maintain transportation, valid Tennessee driver's license and proof of liability insurance on vehicle.

Education:

- High school diploma or GED required.

Experience and Skills Requirements:

- Experience with cooking and record keeping procedures.
- Ability to work with others.
- Good communication skills.
- Basic computer skills.
- Ability to lift up to 40 pounds, loading coolers into vehicle, putting up stock and/or supplies.

Hours and Benefits: Part-time; Non-Exempt

To Apply: Send resume to: DCEA Human Resources, Attn: Congregate Site Supervisor, P.O. Box 1218, Morristown, TN 37816. EOE.