

Memo

To: Program Directors
From: Sarah Childress
Date: February 26, 2021
Re: Position Opening

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

JOB TITLE: Site Supervisor

LOCATION: Monroe County- Cora Veal Senior Center

PROGRAM: Senior Nutrition

POSITION SUMMARY: Oversee Senior Nutrition Program staff and volunteers working at the site to ensure services necessary to provide nutritious meals that meet USDA guidelines for seniors.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

- Supervises SNP staff and volunteers and the cooking operation at the site.
- Oversee and participate in all daily kitchen activities. Delegate kitchen duties to assigned staff and volunteers.
- Provide training to staff and volunteers.
- Establishes and maintains a system of meal reservation for all meals.
- Maintains a clean work environment and ensures that kitchen equipment is maintained and cleaned regularly.
- Ensures staff and volunteers follow all policies and procedures regarding the safe handling of food, such as time and temperature control policy, leftover food policy, employee health policy, and handwashing procedure.
- Ensures that all reports (temperature logs, mileage logs, in-kind forms, etc.) are accurate and up-to-date for all routes in specified area.
- Work cooperatively with the SNP Central Office staff to identify efficient routing options for drivers.
- Provide route sheets to drivers and volunteers on a daily basis.

- Provides information to kitchen staff regarding how many meals will be served each day.
- Ensures all participants receive an appetizing meal that follows standards set by ETHRA in a timely manner.
- Works with office staff to order supplies needed outside of the Reinhart food order.
- Plans and implements a volunteer recruitment and training program.
- Assist kitchen staff in preparation of meals, packaging of meals for delivery and serving of meals as needed.
- Must maintain transportation, valid Tennessee driver's license and proof of liability insurance on vehicle.

ROLE QUALIFICATIONS:

Education Requirements:

- High School diploma or GED.
- ServSafe Certified

Experience Requirements:

- Experience with meal preparation.
- Experience with record keeping procedures.

Other Knowledge, Skills and Abilities

- Have the ability to use standard kitchen equipment and some commercial equipment.
- Must have access to a reliable vehicle for job related duties.
- Good communication skills.
- Basic computer skills.

Hours and Benefits: Part-time; Non-Exempt.

To Apply: Send resume to: DCEA Human Resources, Attn: SNP Site Supervisor, P.O. Box 1218, Morristown, TN 37816 or email to awhite@douglascherokee.org.