

Memo

To: Program Directors
From: Sarah Childress
Date: September 30, 2020
Re: Position Opening

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

Job Title: Site Coordinator

Location: Hamblen County

Program: Senior Nutrition

Position Summary: Under the direction of the Senior Nutrition Director, the Site Supervisor manages and coordinates the preparation and delivery of hot and frozen meals to active senior citizens at congregate site and homebound participants. Supervises staff and volunteers to ensure efficient operations of services, including client support, and routing for meal delivery.

Duties and Responsibilities:

- Supervises Senior Nutrition staff and volunteers to ensure efficient operation of services.
- Oversee and participate in all daily kitchen activities. Delegates kitchen duties to assigned staff and volunteers.
- Establishes and maintains a system of meal reservation for all meals.
- Ensures a clean work environment and ensures kitchen equipment is maintained and cleaned regularly.
- Handle participant concerns, complaints, changes and report to program director.
- Advise community outreach advocate of client problems and congregate site issues.

- Ensures that all reports (temperature logs, mileage logs, in-kind forms, etc.) are accurate and up-to-date for all congregate sites and routes in specified area. Including all driver, congregate, and kitchen reports and invoices are submitted to Central Office in a timely manner.
- Work cooperatively with the SNP Central Office staff to identify efficient routing options for drivers.
- Provides information to kitchen staff regarding how many meals will be served each day.
- Provides route sheets to drivers and volunteers on a daily basis.
- Ensures all participants receive an appetizing meal that follows standards set by ETHRA in a timely manner.
- Works with office staff and kitchen staff to ensure all food and supplies are ordered.
- Plans and implements a volunteer recruitment and training program.
- Assists in preparation, packaging, serving and delivery of meals when needed.
- Must have access to reliable transportation, valid Tennessee driver's license and proof of liability insurance on vehicle.

Education Requirements:

- High School Diploma or GED required.

Experience and Skills Requirements:

- ServSafe certified within 3 months of hire.
- Experience with meal preparation.
- Experience with record keeping procedures.
- 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 Coordinator, P.O. Box 1218, Morristown, TN 37816.