

**WAUSHARA COUNTY
POSITION DESCRIPTION**

TITLE: Site Manager Substitute

LEVEL: Non-union

DEPARTMENT: Department of Aging Services

UPDATED: 05/2007

FUNCTION:

On an as needed substitute basis, performs duties of the primary Dining Site Manager at any of the 7 Dining Centers located within Waushara County.

MAJOR RESPONSIBILITIES

1. Responsible for compliance with state rules and regulations concerning the elderly nutrition program.
2. Performs the duties of Site Manager at any of the 7 Dining Centers on a temporary basis and as assigned by the Nutrition Program Manager.
3. Coordinates the daily tasks of Dining Center operation, with direction from Nutrition Program Manager as needed.
4. Supervises and assists volunteers in set-up, serving meals, and clean-up.
5. Oversees that volunteers follow state codes in regards to sanitation and safe food handling practices.
6. Coordinates and/or leads previously scheduled activities or programs.
7. Maintains daily attendance records, deposit receipts, volunteer hours, and other required paperwork.
8. Observes participants for possible problems and refers appropriately for assistance when needed.
9. Attends required training as assigned by the Nutrition Program Manager.
10. Activates procedures for responding to participant emergencies as needed.

WORKING ELEMENTS:

A. Education, Training and Experience

- High School diploma or equivalent; preferably with some course work in home economics.
- Minimum of one year experience in the following areas: volunteer management, food handling for large groups, restaurant work, or other related field.
- One or more years experience working with the elderly preferred.
- Food Safety and Sanitation Certification within 6 months of hire.

B. Knowledge, Skills, and Abilities

- Knowledge of food service techniques and state sanitation rules.
- Knowledge of normal aging processes.
- Demonstrates ability to step into different work environments and assume a leadership role.
- Ability to exhibit patience and tact in relating to program participants.
- Ability to maintain confidentiality of program participants.
- Ability to work as a team member with other staff to meet nutrition program goals.
- Observational skills to identify situations that are “out of the ordinary” and potentially dangerous to program participants.

Knowledge, Skills, and Abilities (cont.)

- Ability to travel to any of the 7 Dining Centers located within Waushara County. Ability to operate a motor vehicle and travel to any of the 7 Dining Centers as needed. Must have a valid Wisconsin driver's license.

C. Responsibility and Authority

Responsible for all tasks involved in operating a congregate meal site on a day to day basis including: scheduling and supervision of volunteers in serving and clean-up activities; ordering of meals and supplies; and record maintenance.

Responsibility and authority are commensurate with the major responsibilities as delineated herein and assigned by Waushara County Department of Aging Services. Works under the direct supervision of the Waushara County Department of Aging Services Nutrition Program Manager.

D. Working Conditions

Approximately 90% standing, bending, or light lifting. Verbal, audio, written, and visual capabilities required.