

SENIOR SERVICES ASSISTANT MANAGER/ MEAL PROGRAM COORDINATOR



This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: Senior Services Manager

SUPERVISE: Volunteers (as needed)

SUMMARY DESCRIPTION

Under the general supervision of the Senior Services Manager, performs professional and supervisory work in planning, promoting, coordinating, and implementing programs and activities for the senior citizens of Wahoo and surrounding areas; assists in the daily operation of the Senior Center, Thrift Shop, and Busy Wheels programs. Serves as the on-site coordinator of the senior meal program.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive.*

Sets up dining area and serves meals for seniors.

Records attendance and reservations; produce reports as needed.

Serves as lead person in all kitchen functions and ensures federal meal preparation guidelines are being followed.

Handles all financial matters pertaining to meal program including collecting money and making daily deposits.

Recruits volunteers to help in various areas (including serving the meal, clean-up, delivering meals, etc.)

Assists in the development, organization, and administration of various social, educational, and recreational programs and activities at the center; may lead activities; recruits program participants.

Assists in the daily operation of the Thrift Shop and "Busy Wheels" service by performing duties such as dispatching drivers, recording appointments, answering phones and handling/counting money.

Prepares food and beverages as necessary for activities.

Assists custodial staff to insure patrons are presented with a clean, neat, and tidy facility; perform basic duties such as vacuuming carpets, sweeping and mopping floors, picking up trash, and putting away equipment as needed.

Performs managerial duties during absences of Senior Services Manager.

Assists in scheduling use of center facilities and opens, closes and unlocks Senior Center as needed.

Assists volunteers in performing duties.

Attends all staff meetings and designated department training events.

Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of senior programming planning, development and implementation.
- Community senior citizen needs and social services resources; needs and problems of the elderly.
- Principles and practices of business correspondence, English usage, spelling, grammar and punctuation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Work with large number of senior citizens in social and recreation setting.
- Perform and complete multiple tasks and coordinate several activities at the same time.
- Lift and carry moderate to heavy objects as required for the setup of meal and social program and activities.
- Establish and confidentially maintain records, reports, and financial documents.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an indoor environment with some travel to different sites; may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and indoor kitchen facility setting; to stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate equipment and vehicles and to verbally communicate to exchange information; normal visual and hearing range.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Graduation from high school or equivalent GED; working knowledge in various computer software programs. Experience and/or post-secondary education in gerontology, social work, recreation or related field preferred or any equivalent combination of training and experience that provides the required skills, knowledge and abilities.

License/Certification: Must be able to obtain CPR, AED and First Aid certifications within six months of employment.