

Kenosha Area Family and Aging Services, Inc.

Position Description

Job Title:	Site Manager
Program:	Meals on Wheels and More
Responsible to:	Director of Meals on Wheels and More

The Senior Dining Program provides nutritious lunches and activities for senior citizens at various sites throughout Kenosha County. The Site Manager will be responsible for activities at one of these sites as well as assisting the Meals on Wheels Program by monitoring daily deliveries.

Duties and Responsibilities:

1. Complete intake forms for new program participants.
2. Accurately record daily meal reservations and related reports.
3. Provide regular telephone and other outreach.
4. Collect and deposit daily, monies donated for meals.
5. Ensure preparation of site and equipment before serving time.
6. Supervise serving of food and clean-up.
7. Inventory and count the supplies and food upon arrival at the site, take and record food temperatures as required.
8. Maintain an adequate supply of condiments and supplies.
9. Announce schedule of events, assist as needed.
10. Maintain aesthetic decorations and display required and current notices, articles and letters.
11. Supervise volunteers to assist with site operations.
12. Maintain standards of safety, sanitation and decorum at the site.
13. Act as on-site liaison with site owner, agency associates and visitors to the site.
14. Keep complete and accurate records as required by Federal, State, County, City and Agency laws/guideline.
15. Attend local and other training sessions as directed.
16. Plan and coordinate activities/speakers for meal site.
17. Conduct outreach efforts to increase site participation.
18. Other duties as assigned by the Director of Meals on Wheels and More.

Qualifications:

Minimum high school diploma or GED. Knowledgeable in needs and concerns of elderly. Must be energetic and enjoy organizing and leading activities. Basic administration and arithmetic skill, as well as verbal and written communication skills are required. A valid driver's license and reliable vehicle are a must.