



Position: Senior Dining Site Manager

Job Classification: Hourly/Part Time (25 hours per week)

Reports to: Senior Nutrition Program Manager

Created: 2/15/2023

Revised:

The Senior Dining Program provides nutritious lunches and activities for adults 60 and older at various sites throughout Kenosha County. The Senior Dining Site Manager will be responsible for meal service, compliance, and outreach.

Responsibilities

- Ensure preparation of the site and equipment before serving time
- Recruit and supervise volunteers with serving food, clean up & site operation
- Maintain and inventory supplies
- Keep complete and accurate records as required by Federal, State, County, and City
- Display required and current notices, articles, and letters
- Maintain standards of safety, sanitation, and decorum at the site
- Complete intake forms for new program participants and renew registration annually
- Collect and deposit monies donated for meals on the day of service
- Record meal reservations and complete related reports
- Launder towels used at the dining site
- Act as on-site liaison

Requirement and skills

- High School Diploma or GED
- Excellent verbal and written communication skills
- Knowledgeable regarding the needs and concerns of older adults
- Able to lift 25 pounds and stand for extended periods of time
- Empathetic and outgoing people skills
- Ability to provide quality customer service to participants
- Ability to complete and maintain accurate records, logs, and checklists
- A valid driver's license and reliable vehicle

Salary: \$13.00 per hour

Signature: _____ Date: _____

Please send resume and cover letter to HR at jabate@kafasi.org