

## **HUMBOLDT SENIOR RESOURCE CENTER**

### **Job Description**

**JOB TITLE:** Dining Center Coordinator

**DEPARTMENT:** Nutrition & Activities

**REPORTS TO:** Nutrition & Activities Manager

**FLSA STATUS:** Non-Exempt/Hourly

**APPROVED:** **September 2018**

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**JOB SUMMARY:** Responsible for Dining Center operations and activities including employees, volunteers, and food service for both the assigned Dining Center and applicable Home Delivered Meals routes. Works with the Nutrition & Activities Manager and Food Service Manager to ensure compliance with Title III regulations and food safety regulations.

#### **ESSENTIAL DUTIES AND RESONSIBILITIES:**

1. Ensures meal service to Dining Centers, Home Delivered Meals, Multipurpose Senior Services Program (MSSP), and Redwood Coast PACE participants according to program policies and procedures.
2. Provides daily supervision of Food Service Aides and Drivers while ensuring proper food safety guidelines are followed. In the absence of employees, ensures the completion of tasks.
3. Acts as the official Dining Center host/hostess.
4. Monitors and manages the Home Delivered Meals wait list in alignment with the goals of the program.
5. Realigns meal delivery routes to maintain efficiency in response to changing needs.
6. Maintains required records for participants and completes all required reports in a timely manner. Works with the Program Assistant to ensure that required paperwork is completed and accurate, including monthly meal service data from the barcode scanner and Home Delivered Meals, intake forms, and Home Delivered Meals assessments.
7. Responsible for handling and documenting daily meal donations. Ensures all donations made by participants are received in a confidential manner and that bank deposits are completed according to Finance department guidelines.
8. Recruits, trains, schedules, and oversees volunteers for various positions and events in the Dining Center and kitchen as appropriate.
9. Coordinates supportive activities, programs, and outreach under direction of the Nutrition & Activities Manager.
10. Refers seniors to appropriate resources within the organization and the community.

11. Works together with "Site Council" members to meet the goals of the Dining Center and the agency.
12. Develops and maintains effective community relations within the Dining Center service area. Builds working relationships with other senior providers, local government entities, civic and religious organizations, neighborhood associations, and local businesses, as appropriate.
13. Participates in training for Dining Center employees and educational programs for participants as required. Participates in other meetings as requested by the Nutrition & Activities Manager.
14. Responsible for maintaining all equipment at the Dining Center and for keeping all equipment-related records as assigned.
15. Communicates maintenance and equipment needs as appropriate, both within the agency as well as to any Dining Center property owners.
16. Serves as a back-up for all Dining Center employees and volunteers when needed.
17. Serves as supervisor to student interns and volunteers working within the professional discipline and program area. Participates actively in their training as a guide, teacher, and mentor.
18. Other duties as assigned.

**EDUCATION &/or EXPERIENCE:**

1. Must have a high school diploma or GED equivalent. An Associate's degree in a related discipline is preferred.
2. Must have a minimum of one (1) year of work experience or education in community nutrition, social work, psychology, gerontology, management, or another related field is required.
3. Must have a minimum of one (1) year of supervisory experience.
4. Experience working in a food service program is preferred.

**LICENSES OR CERTIFICATES:**

1. Food Handler's certification required (ServSafe, National Registry of Food Safety Professionals, or other approved certification).
2. Valid California Driver's License, good driving record, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, and insured for State minimum liability requirements that can be used for the applicable job functions noted above.

## **JOB SKILLS:**

1. Ability to communicate effectively in English, both in verbally and in written form.
2. Ability to write and follow instructions/directions.
3. Ability to handle and prepare food in accordance with high quality food preparation, sanitation and safety standards.
4. Ability to work as part of a team, taking initiative and responsibility, while working with minimal supervision.
5. Ability to relate to and communicate with elderly and frail persons as well as co-workers.
6. Ability to secure cooperation of volunteers.
7. Ability to operate a computer and use basic software applications such as Word, Excel and Outlook.
8. Ability to collect information and maintain accurate records.
9. Demonstrated interest in working with the elderly, knowledge of and sensitivity to to the needs of low income seniors.
10. Ability to maintain confidentiality.
11. Ability to coordinate a multi-faceted program, supervise several employees, as well as to recruit and supervise volunteers.
12. Ability to work well with people from a variety of diverse backgrounds.
13. Knowledge of senior resources within the community.

## **SUPERVISORY REQUIREMENTS:**

1. This position directly supervises the Dining Center's Food Service Aides and Drivers for Home Delivered Meals.

**PHYSICAL REQUIREMENTS:**

**ANALYSIS OF PHYSICAL DEMANDS:**

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b><i>Lifting/Carrying</i></b>						<b><i>Twisting/Turning</i></b>					
Under 10 lbs.				x		Reach over shoulder			x		
11-20 lbs.			x			Reach over head			x		
21-50 lbs.		x				Reach outward				x	
51-100 lbs.		x				Climb			x		
Over 100 lbs.	x					Crawl		x			
						Kneel			x		
<b><i>Pushing/Pulling</i></b>						<b><i>Squat</i></b>					
Under 10 lbs.				x		Sit				x	
11-20 lbs.			x			Walk-Normal Surfaces				x	
21-50 lbs.			x			Walk-Uneven Surfaces			x		
51-100 lbs.			x			Walk-Slippery Surfaces			x		
Over 100 lbs.	x					Stand				x	
<b><i>Other</i></b>						<b><i>Driving</i></b>					
Keyboard/Ten Key				x		Automatic Trans			x		
Fingering (Fine dexterity)				x		Standard Trans	x				
Handling (grasping, holding)				x							
Repetitive Motion-Hands				x							
Repetitive Motion-Feet	x										

*The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.*

*The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable federal or state law.*

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Employee Signature

\_\_\_\_\_  
Date