



Senior Nutrition Services

brought to you by council on aging

TITLE: Relief - Congregate Site Coordinator

REGION: Sonoma County

CLASSIFICATION: Relief - Nutrition Services Director

DEPARTMENT: Nutrition Services

REPORTS TO: Director of Nutrition Services

HOURS: On-Call, varies weekly/monthly (Would be between 10 am - 3 pm Monday -Friday)

PROGRAM DESCRIPTION:

The Meals on Wheels Congregate dining sites provide hot, nutritious meals and social interaction to seniors Monday-Friday at various dining site locations throughout Sonoma County. Congregate Dining is operated with two full-time Regional Congregate Site Coordinator, volunteers and a Relief Site Coordinator to cover for vacations and staff sick days. Food for the Bistros and Cafes are brought to each location in the morning and must be checked and distributed according to Title III-C Nutrition Program Standards and regulated by Sonoma County Area Agency on Aging.

SCOPE OF WORK:

The Congregate Relief Site Coordinator is responsible for covering the daily operations of Congregate dining service in any of the following areas: Cloverdale, Healdsburg, Windsor, Santa Rosa, Cotati, Sonoma and Sebastopol, working with volunteers and ensuring AAA compliance.

This is on call position reporting to the Director of Nutrition Services. The position could entail relief coverage any Monday through Friday from 10:00 am - 2:00 pm and is primarily located off-site, starting and ending at the Council on Aging campus. Ideally, we will be able to schedule your work hours in advance but may be last minute due to staff illness.

DUTIES AND RESPONSIBILITIES:

- Ensure food is maintained at proper temperatures, is reheated and served to clients. Ensure that qualified clients requesting a meal receive a meal and that you maintain a roster of clients served each day at each site.

- Manage Congregate sites within the parameters of AAA compliance, site objectives, and organizational policies. Begin the day at Council on Aging, picking up necessary supplies to transport to the site, returning at the end of the day to turn in supplies, client rosters and any contributions collected. Ensure each dining site is left clean and, in the state, it was at the start of the day.
- Turn into Nutrition Service Director roster of client's attendance and food temperature logs.
- Maintain a mileage log for mileage reimbursement
- Other duties as assigned by Director of Senior Nutrition

REQUIRED COMPETENCIES:

- Sensitive to the needs of older adults
- Exceptional customer service skills (Smile XL)
- Excellent organization skills
- Professional appearance, wearing COA uniform
- Excellent telephone and interpersonal skills
- Detail-oriented, reliable, punctual and independent
- Ability to lift 25 pounds
- Excellent communication skills both written and verbal
- Ability to provide for meal heat up, service and clean-up
- Background check clearance
- Food Safety Certification and CPR Certification or the ability to complete courses once hired
- Clean driving record for three years
- Valid CA Driver's license, proof of car insurance and reliable transportation
- Proof of Covid-19 vaccination will be required

Apply at: <https://secure2.saashr.com/ta/COA.careers?CareersSearch>

Employee Signature

Date

Manager

Date