



POSITION DESCRIPTION

Position: Kitchen & Volunteer Coordinator		Department: Senior Department	
Reports to: Senior Services Director		FLSA Status: Non-Exempt	
Location: Community Center	Division: Senior Services	Pay Grade: N/A	
Revised: February 20, 2018	Last Reviewed:	Union: N/A	Status (FT/PT/Temp):Part-time

GENERAL PURPOSE:

Manage and supervises both the Senior Nutrition Programs and the Volunteer Program. Senior Nutrition responsibilities include overall operations of the senior meal program including Meals on Wheels and daily lunch program. Will work to ensure nutrition program is operating in a safe & professional manner and in accordance with Health Department regulations. Volunteer responsibilities include active recruitment and retention, scheduling and promoting volunteerism in the community. Works closely with agencies that service adults with disabilities and provides these agencies with volunteer opportunities. Delivers Meals on Wheels as needed. Works closely with other staff in fundraising and sponsorship opportunities to benefit a variety of programs and services offered. Supervises Community Food Cupboard. This position does require some evening or weekend work and is a hands on - interacting daily with volunteers, senior citizens and the public.

SUPERVISION RECEIVED:

Works under the general supervision of the Senior Services Director.

SUPERVISION EXERCISED

May supervise volunteers and other kitchen staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Works directly with the senior nutrition meal provider to ensure optimum delivery of service. Assists in meal preps, clean up and related duties with the senior meal programs and events.

Direct kitchen responsibilities include but not limited to: maintaining and cleaning of kitchen and dining areas; coordination of scheduled maintenance for kitchen and nutrition program equipment; securing repairs on kitchen equipment as needed, maintaining and ordering kitchen inventory as needed.

Coordinates the city employees yearly Meals on Wheels Christmas Gift Program.

Manages and facilitates operations of the Volunteer program. Maintains professional and regular communications with volunteers.

Organize volunteer opportunities. Develop, implement or maintain trainings, set work priorities for; and evaluate volunteers on regular basis. Develop guidelines and policies for volunteer placement, including procedures for priority requests and evaluating placement.

Research, identify, organize, and manage volunteer opportunities through collaborations. Conduct outreach, speaking engagements and networking to recruit volunteers.

Respond to citizen inquiries and requests from groups such as scouts, civic organizations, businesses, places of worship, schools, and other members of the public in volunteering.

Works with Senior Services staff, catering companies and rentals including ordering of linens, etc.

Responsible for budget development and management related to nutrition program including supplies, materials, vendor invoicing, contracts, etc. Maintains records related to budget.

Maintain current professional relationships and build new ones to promote and expand awareness of the department and city. Provides presentations to other organizations, civic groups, and businesses advocating on behalf of the seniors and the department on a regular basis.

Maintain confidentiality, especially related to sensitive organizational, customer, and other generally private information.

Perform a variety of miscellaneous duties such as answering phones, typing correspondence, running errands, picking up supplies needed for programs, helping set up rooms for classes or events.

Other duties as assigned by the Director of Senior Services and/or designee to ensure quality service to the seniors and the community

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

Work on community events as directed.

Works in numerous projects with other staff.

Serves as a team member of the Community Center.

May be required to report to serve the community during an emergency and may be assigned other, non-routine duties during the emergency.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Minimum High School diploma.

Certification in Food Management and experience coordinating kitchen activities for senior's meals and catering and/or attain certification within 2 months of employment.

Necessary Knowledge, Skills and Abilities:

Ability to work in a team environment and independently as needed.

Must be able to effectively meet and deal with the public, speak to variety of populations and cultures; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

Considerable knowledge of principals used in planning, coordinating, and servicing seniors and senior activities.

Ability to read and write English.

Ability to do basic mathematical computations.

Knowledge and use in computers and common software packages, including electronic communication devices.

Must have a valid Michigan driver's license and good driving record.

Ability to establish and maintain working relationships with employees, supervisors, other agencies, participants, instructors, community leaders and the general public.

TOOLS AND EQUIPMENT USED:

Kitchen equipment, cleaning supplies, personal computer, including word processing and data base software; calculator; copy and fax machine; phone; mobile or portable radio.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening and additional job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Director of Senior Services

Approval: _____
City Manager