

**Senior Services of Central Illinois, Inc.**  
**Job Description**

**Project Name: Daily Bread**

**Position Title: Site Coordinator**

**Duties include, but are not limited to:**

- Responsible for day-to-day management of site
- Responsible for all aspects of meal service
- Receive and check food against menu
- Maintain organization of serving area
- Clean, sanitize and set tables
- Help serve food using portion control
- Prepare and oversee delivery of home-delivered meals
- Assure compliance with health and sanitation requirements pertaining to food service
- Maintain records pertaining to services as required by the program
- Count and record cash receipts
- Send reports, cash or deposits and reservations to the main office
- Provide nutrition education semi-annually
- Supervise volunteers in the dining area and for home delivery
- Other Duties as Assigned

**Certifications/Skills Required:**

Knowledge of food preparation and health codes  
Food Manager's Certification  
Ability to learn how to complete program reports  
Valid Driver's License and a good driving record  
Friendly, honest and an advocate of seniors  
Ability to lift up to 25 lbs.

**Supervision: Site Volunteers**

**Reports to: Kitchen Manager and Director of Nutrition**

**Hours: 10-19 hours/week depending upon site location: Monday-Friday, unless otherwise approved  
By the Director of Nutrition**

June 2021