

Senior Services of Central Illinois Job Description

Program Name: **Nutrition**

Position Title: **Office Manager**

Duties include, but are not limited to:

- **Data entry of client information and meal units**
- **Track and maintain vendor repairs**
- **Track and maintain office supply inventory**
- **Answer phones and take messages**
- **Maintain Active & Inactive Participant files**
- **Prepare monthly financial reports for all sites that indicate an average dollar contribution for meals**
- **Prepare memos and correspondence as needed**
- **File, copy, and fax documents as required**
- **Prepare Daily Bread deposits and submit daily revenue to Fiscal Office**
- **Submit Dept. of Rehabilitation statements monthly**
- **Submit quarterly Volunteer mileage reimbursement requests and maintain volunteer hours**
- **Crosstrain on Volunteer Coordinator duties to perform in their absence**
- **Crosstrain on posting Daily Route sheets**
- **Crosstrain on completing Nutrition assessments**
- **Substitute coverage for Off-Site locations, when needed**
- **Assist with collection of off-site paperwork route (Menard County)**
- **Review route sheets for errors**
- **Compile monthly statistics and demographic data**
- **Assist with Nutrition training and orientation**
- **Assist with annual Compliance Review**
- **Assist with meal delivery, when needed**
- **Other duties as assigned**

Skills Required: **Clerical and computer skills required**
 Friendly and able to interact and communicate effectively with others
 Ability to multi-task and manage time well
 Enjoy working with the senior population
 Ability to lift up to 25 lbs. and in good, overall physical health
 Valid Driver's License and clean driving record
 Reliable vehicle for delivering meals, if necessary
 Food Manager's License

Reports to: **Director of Nutrition Program**
Hours: **Full-time, 37.5 hours per week. Monday – Friday**