

Senior Services of Central Illinois, Inc. Job Description

Project Name: Daily Bread

Position Title: Site Coordinator (Part-Time)

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**
- **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**
- **Organize and maintain supply inventory for the site**
- **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, sanitation and health codes
Food Manager's Certification
Ability to learn how to complete program reports using a computer
Valid Driver's License and a good driving record
Friendly, honest and an advocate of seniors

Physical Demands:

- ✓ **Ability to stand stationary for up to two hours at a time. Ability to walk about or move regularly.**
- ✓ **Ability to lift and carry up to 25 pounds.**
- ✓ **Ability to stoop and bend, ability to reach and grab with arms and hands to manipulate kitchen implements and utensils.**
- ✓ **Manual dexterity is required for regular use of a keyboard and other standard office tools.**
- ✓ **Visual acuity is necessary for reading printed materials and computer screens.**
- ✓ **Ability to communicate effectively in person, by phone, and via electronic means.**

Supervision: Site Volunteers

Reports to: Kitchen Manager and Director of Nutrition

**Hours: Part-Time (10-19 hours/week) depending upon site location:
Monday-Friday, unless otherwise approved by the Director of Nutrition**