

SITE MANAGER

DEFINITION

Under the direct supervision of the Director of Senior Services, the Site Manager in coordination with the Nutritionist, shall be responsible and accountable for, and will coordinate and manage all aspects of the nutrition site operations in accordance with all project requirements.

DISTINGUISHING CHARACTERISTICS

Must possess a desire to assist Older Americans as well as have a general understanding of Older Americans, their needs and their problems. Must demonstrate leadership abilities and be able to assume full management responsibility for nutrition site operations. Shall accept supervision, directives and training. Must possess effective communication skills to work with all project personnel, volunteers, participants and the community at large. Shall practice high standards of personal hygiene; shall wear clean clothing appropriate for the position.

REPORTS TO

Director of Senior Services

CLASSIFICATIONS DIRECTLY SUPERVISED

Head Cook, Assistant Cook and Volunteers

SITE MANAGER – 2

EXAMPLES OF DUTIES

- Planning, scheduling and coordinating the nutrition site operation.
- Transportation, outreach, publicity, fund raising, volunteers, recreation and training.
- Record keeping and reporting all required data as specified by the Director.
- Supervising, scheduling and evaluating all site personnel.
- Providing limited information and referral to participants on-site and make referrals to appropriate agencies.
- Responsible for management and review of home delivered meals.
- Attend local public meetings (Commission on Aging) and other local aging programs.
- Other duties as directed that are needed to fulfill the Nutrition Site.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

TYPICAL WORKING CONDITIONS

Work is performed in Senior Nutrition Centers including Kitchens, Dining and Meeting rooms, contact with staff and the public. Attend local service club and other meetings and chair Site Advisory Council meetings.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The positions of Head Cook and Assistant Cook and their duties.

Ability to:

- Possess the physical ability to perform all duties of the position.
- Ability to read, write, do mathematics computations and communicate effectively.

SITE MANAGER – 3

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

High School diploma or equivalent is desirable.

CPR required and First Aid preferred.

Special Requirements: Subject to work, at regular pay, all county holidays except New Years, Labor Day, Memorial Day, Fourth of July, Thanksgiving and Christmas, as specified by the Area Agency on Aging.

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.