

Okanogan County Transportation & Nutrition
P.O. Box 471 Okanogan WA 98840

Job Description:

Position Title: **Site Manager**
Hourly – Subject to Fair Labor Standards Act

Reports To: Program Director

Position Summary:

The site manager is responsible for activities related to the senior meal program at the senior center during the time allotted for the senior meal program. The site manager will arrange for and participate in the serving of meals, coordinate and supervise volunteers, maintain appropriate records as directed, and act as liaison between senior participants and OCTN.

Essential Job Functions:

Is responsible for the following functions either by performing them or by delegating them to a volunteer. If delegated, is responsible for the accuracy of paperwork and quality of service provided by the volunteer.

- Takes reservations and cancellations for meals and notifying the kitchen of the number of meals needed.
- Greets and makes welcome all participants in the senior nutrition program.
- Assures the participant sign-in paperwork is completed according to the OCTN Nutrition Handbook.
- Assures the donations and fees are counted according to OCTN procedure and deposited daily.
- Assures that under age 60 persons pay the required fee.
- Assures that daily paperwork is mailed at a minimum of once per week and on the last working day of each month.
- Completes month end paperwork and mailing in on the last day of the month according to the OCTN Nutrition Handbook.
- Supervises and assigns duties to the volunteers.
- Records food temperatures and records on the designated forms.
- Recruits, trains volunteers, and records hours on designated forms. Forwards volunteer paperwork to OCTN.
- Maintains food at safe temperatures serves food and cleans kitchen and dining areas.
- Reports immediately any variances in meal delivered with approved menu
- Assures the confidentiality and privacy of senior donations by placing donation box in an area that provides privacy
- Assures the meal site is sanitary and safe per health department requirements.

Special Requirements:

- Must have a clear understanding of the senior nutrition program and the ability to separate the senior center activities from the senior nutrition program activities.
- Must be willing and able to take direction.
- Able to maintain a courteous, cooperative, coordinating team effort with other employees/volunteers.
- Must be physically able to perform job functions.
- Must be friendly and courteous to all participants and be aware of the needs and problems of senior citizens.
- Possess an understanding of the community's make up and local resources.
- Complete and submit a Washington State Criminal History Background Check
- Must maintain a current Food Handlers Permit

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job; it is intended to be an accurate reflection of the principal job elements.