

POSITION: Site Manager- Morris Senior Centers

SUPERVISOR: Nutrition Supervisor, Site Coordinator
Also works with Director's of each Senior Center

Schedule: 12 hours / Monday, Wednesday and Friday 9:30 am to 1:30 pm

RESPONSIBILITIES

Included but not limited to the following:

- Order meals, handle reservations, order supplies, complete in-take forms for MIS, compile records and all reports required by the Nutrition Program, DSS/ESD and the WCAAA.
- Collect & record daily donation, prepare deposit with kitchen aide or Volunteer, records and delivers weekly time cards and assures weekly deposit drop-off with the Torrington office
- Supervise site assigned staff and volunteers, and co-ordinate supportive service activities where necessary with Center Director.
- Works with Senior Center Director and Nutrition office to coordinate and plan all co-sponsored and food related events and holidays.
- Follow Sanitation and Safety procedures, holding and serving food received at proper temperatures.
- Responsible for maintaining a clean and sanitary kitchen / work environment, along with the delegation of those sanitation tasks.
- Must Attend Annual Site Managers Sanitation Training.
- Attend monthly or bi-monthly (depending on need) Site Managers meetings at the Main Office.
- Assist with recruitment of site volunteers.
- Any other job duty as assigned.

QUALIFICATIONS

Must possess the ability to get along well with the elderly, maintain a friendly atmosphere, Maintain Sanitary working conditions, develop good communications and co-ordinate with other agencies as needed. A background in Food Service/Nutrition and serve safe certified are desirable. Must be able to lift 15 pounds.