



Nutrition Site Operator (Fill-In)
General Job Description
Revised October 2019

Description

The Nutrition Site Operator reports to the Nutrition Director and is responsible for the oversight of volunteers and the preparation and serving/delivering of nutritious meals to seniors throughout the community. Can be up to 4 hours per day (Mornings) Monday through Friday

*** This is an on call/fill-in position to assist when the regular Site Operator is out. ***

Education/Experience

- Must have a high school diploma or equivalent (GED/HSED)
- Previous volunteer experience is preferred
- Experience coordinating tasks utilizing the efforts of others
- Must complete yearly training.

Skills

- Ability to stand for long periods of time.
- Ability to walk for periods of time.
- Ability to communicate clearly and effectively to clients and coworkers.
- Ability to give and receive direction.
- Ability to be flexible within a day to day basis.
- Ability to manage a schedule in order to ensure all clients receives their meals.
- Ability to work out in the community to promote services provided.

Duties and Responsibilities

Listed below are examples of duties and areas of responsibilities for this position. The listing below does not include all responsibilities or challenges that present themselves in this position.

- Help to prepare/serve meals at the site.
- Prepare eating areas prior to meal service.
- Serve/deliver meals to participants and ensure their well being.
- Assist in cleaning up after meals.
- Complete required daily paperwork.
- Count/handle money.
- Attend yearly training.
- Keep food at appropriate temperatures.
- Oversee site volunteers.

Interested candidates are encouraged to fill out an application online at www.seniorconnectionswi.org or in person at 1805 N 16th Street during regular business hours (Mon-Fri 8-4:30). Any questions call 715-394-3611.