

Project Now, CAA

Job Description

Job Title: Meal Site Monitor
Department: Senior Services
Reports To: Operations Supervisor/Program Director
FLSA Status: Non-Exempt

Prepared By: Dyer
Prepared Date: June 2021

SUMMARY: Oversee the day-to-day activities at the meal sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Open site and make preparations to serve the meals.
- Recruit, organize and supervise volunteers to assist in the operation of the meal site.
- Promote meal site in community & recruit customers.
- Monitor supplies on hand and reorder when necessary.
- Maintain accurate records of those who attend the meal site on a daily basis.
- Count daily donations, make deposit and send in weekly accounting reports.
- Make daily reservations with the caterer.
- Take daily reservations and get client signatures when meals are served.
- Attend monthly Meal Site Monitor and Menu Planning meetings.
- Will learn proper portion control.
- Will be trained to understand and adhere to all procedures including participant confidentiality, complaints, and suggestions.
- Ensure proper handling of food and keep a safe and sanitary meal site at all times.

KNOWLEDGE, EDUCATION, AND ABILITIES

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Must have good verbal communication skills
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
- Must have a reliable vehicle, valid driver's license and proof of insurability.
- Must become certified in first and CPR within 6 months of employment.
- Must pass the State of Illinois Department of Public Health Food Service Sanitation Certification Exam within 6 months of employment.
- Must stay current with first aid, CPR training, and Food Service Sanitation Certification.

SUPERVISORY RESPONSIBILITIES

May supervise two or more volunteers in the Meal Site Program in accordance with the organization's policies.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and three months related experience and/or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS and WORK ENVIRONMENT.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. While serving food and assisting clients at the meal sites, the noise level in the work environment is usually moderate and associated with a restaurant environment. Also will be working around hot and cold foods and must practice good safety habits.

Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing levels.