

Job Description  
SERVICE

CATHOLIC COMMUNITY

419 Sixth Street, Juneau, AK 99801  
907 463-6100 -- www.ccsjuneau.org

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Name

Site Manager I / Cook

Job Title

\_\_\_\_\_

Supervisor

NTS Regional Coordinator

Supervisor's Title

\_\_\_\_\_

Location

CPR/First Aid; Background Check  
Fingerprinting

Requirements

FLSA Status:     Exempt                     Non-Exempt

**ESSENTIAL JOB FUNCTIONS:**

(where applicable--not all sites offer all services listed below)

1. Manage nutrition program services
2. Manage transportation and access to other community services
3. Manage other services and activities at the senior center
4. Supervise staff and volunteers
5. Carry out administrative policies, maintain program records and prepare reports
6. Manage site facility and oversee operations
7. Conduct marketing activities
8. Oversee financial management
9. Order food and supplies and store properly
10. Plan and prepare meals according to program guidelines
11. Serve meals to participants
12. Maintain a clean sanitary kitchen according to Alaska food service regulations and program guidelines
13. Other duties as assigned

**JOB DUTIES:**

1. Manage nutrition program services
  - A. Assure that meals meet grant/funding source requirements
  - B. Assure that sanitation is in accordance with DEC/SEARHC guidelines
  - C. Make sure that the Participant Registration Form is completed at least once a year
  - D. Assess eligibility for home delivered meals
  - E. Make the seniors feel welcome and be available to assist them
2. Manage transportation and access to other community services
  - A. Assure that transportation services and schedules meet grant and contract requirements

- B. Assure all passengers are offered door-to-door assistance
  - C. Assure that seniors in need of services receive information on services available
  - D. Refer seniors to appropriate service providers
  - E. Assist seniors by providing emotional support and acting as their advocate
3. Manage other services and activities at the senior center
- A. Arrange health maintenance activities such as blood pressure checks and flu shots
  - B. Arrange physical fitness activities such as exercise classes
  - C. Arrange in-home/chore services if available
  - D. Develop social and cultural activities
  - E. Work with service providers and volunteers to offer activities
4. Supervise staff and volunteers
- A. Hire and train site staff with assistance from NTS Regional Coordinator
  - B. Evaluate site staff as necessary
  - C. Provide appropriate substitutes for absent staff
  - D. Hold regular staff meeting to share communication from project office
  - E. Resolve staff conflicts
  - F. Document job performance problems
  - G. Consult NTS regional coordinator when disciplinary action is needed
5. Carry out administrative policies, maintain program records and prepare reports
- A. Keep daily attendance records for meals and activities
  - B. Prepare weekly and monthly reports and send to NTS Regional Coordinator on a timely basis
  - C. Account for money received from meals and rides
  - D. Prepare and submit employee timesheets on a timely basis
  - E. Maintain petty cash fund and prepare reconciliation
  - F. Review mail, share information with staff and seniors, write letters
  - G. Inform NTS Regional Coordinator of needed supplies, repairs, and local availability
  - H. Notify project office of incidents and accidents within 24 hours
  - I. Review invoices and mail packing slips to Project Office
  - J. Maintain organized filing system of program information and forms
  - K. Maintain weekly phone contact with NTS Regional Coordinator
6. Manage site facility and oversee operations
- A. Keep site in good working order; authorize needed repairs of facility or equipment
  - B. Assure site is safe and comfortable for seniors
  - C. Maintain and update bulletin board and employee program information
  - D. Assist NTS Regional Coordinator in implementing facility agreements at site
  - E. Assure food service permit is posted
7. Conduct marketing activities
- A. Conduct one-to-one outreach to seniors not currently using services
  - B. Prepare flyers, press releases and public service announcements to make seniors aware of services available
  - C. Seek donation support from community organizations
  - D. Encourage client contributions in a confidential manner

- E. Conduct client satisfaction surveys and address concerns expressed through the surveys
  - F. Assist NTS Regional Coordinator in obtaining local funds, i.e., city councils or assemblies
  - G. Keep community organizations informed of site activity and needs
8. Oversee financial management
- A. Direct purchasing activities, with an emphasis on cost effectiveness and safety
  - B. Oversee senior center revenues and expenses, directing program to stay within budget
  - C. Sets forth program needs in the preparation of the senior center budget
  - D. Works with the NTS Regional Coordinator to encourage and account for donations from clients and community groups
  - E. Works with the NTS Regional Coordinator to conduct fundraising activities
9. Orders food and supplies and stores them properly
- A. Prepare shopping list according to menu and supplies on hand
  - B. Purchase food and supplies consistent with program requirements
  - C. Maintain proper storage systems of food and non-food supplies, assuring that old food and supplies are used first
  - D. Prepare inventories as directed by the project office
  - E. Solicit donations to help reduce raw food costs
10. Plan and prepare meals according to program guidelines
- A. Follow menu with program guidelines, local preferences, native foods and supplies on hand
  - B. Inform NTS regional coordinator if menu changes
  - C. Maintain up-to-date Cooks Notebook and recipe file
  - D. Estimate food servings in accordance with Title III guidelines, eliminating waste and leftovers
    - E. Monitor fat, sugar, salt, and additive content
    - F. Prepare a meal that is attractive in color, texture, and flavor
    - G. Prepare food close to serving time in order to maintain vitamin and mineral content
    - H. Prepare locally-obtained foods (such as fresh fish) whenever possible according to DEC regulations
11. Serve meals to senior participants
- A. Portion congregate and home-delivered meals in accordance with Title III guidelines
  - B. Portion home-delivered meals for packaging
  - C. Serve meals at proper temperature
  - D. Perform home-delivered meal temperature check weekly and report results to NTS regional coordinator
  - E. Utilizes leftovers properly with appropriate packaging and labeling for future use at center or distribution to seniors
12. Maintain a clean, sanitary kitchen according to Alaska food service regulations and program guidelines
- A. Assure program cleaning schedule followed on a daily, weekly, monthly, and seasonal basis
  - B. Assure cleaning and sanitation carried out according to DEC and program

- guidelines
- C. Maintain orderly storage areas
- D. Report sanitation problems

13. Other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of services for seniors; supervision principles and techniques; food service equipment and practices, including standardization of recipes, inventory control, portion control, cost management; safe food handling; and basic nutrition.

Skilled in organizing workload, time, and files; preparing nutritious meals and presenting them in an appealing manner.

Ability to speak, read, write, and understand the English language; operate office equipment such as copy machines, calculators; follow verbal or written instructions; supervise paid and volunteer staff with positive support and clear direction; work within a budget; problem solving and working with existing resources; maintain client confidentiality; be courteous; receptive to suggestions from seniors; be sensitive to seniors and persons with disabilities; maintain composure under stress; ability to prioritize workload, manage time effectively and meet specific deadlines; establish realistic and achievable goals; perform elementary arithmetic operations; track client participation and keep accurate records; work independently as well as cooperatively with other staff; work cooperatively with family members and community service agencies.

**QUALIFICATIONS:**

Experience in cooking nutritious meals for large numbers of people; ability to follow recipes and guidelines described by project office; ability to work independently--problem solving and working with existing resources; appreciation of seniors and enjoyment in working with them; ability to manage volunteers with positive support and clear direction; and two years experience in supervision and able to assume responsibility for overall operation of senior center.

Two years supervisory experience preferred.

I have read, understand and am able to perform the essential functions of this position with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**  
**Site Manager I / Cook**

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Bloodborne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

**NA:** Not applicable, not required of this position.

**NE:** Requirement is present, but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Sitting</b>				X	
<b>Walking</b>				X	
<b>Standing</b>				X	
<b>Running</b>		X			
<b>Bending or twisting</b>				X	
<b>Squatting or kneeling</b>				X	
<b>Reaching above shoulder level</b>			X		
<b>Climbing (e.g. ladders)</b>			X		
<b>Driving cars, light duty trucks</b>		X			
<b>Driving heavy duty vehicles</b>	X				
<b>Using foot controls</b>	X				
<b>Repetitive motion of hands/fingers</b>				X	
<b>Grasping with hand, gripping</b>					X
<b>Lifting/carrying 10-25 pounds</b>				X	
<b>Lifting/carrying 26-50 pounds</b>			X		
<b>Lifting/carrying more than 50 pounds</b>		X			
<b>Pushing/Pulling</b>				X	
<b>Work in/exposure to inclement weather</b>			X		

	NA	NE	O	F	C
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes			X		
Work/live in remote field sites					X
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements				X	
Use of hot equipment (e.g., ovens)				X	
Exposure to electrical current		X			
Seeing objects at a distance				X	
Seeing objects peripherally				X	
Seeing close work (e.g., typed print)					X
Distinguishing colors					X
Hearing conversations or sounds					X
Hearing via radio or telephone					X
Communicating through speech					X
Communicating by writing/reading					X
Distinguishing odors by smell					X
Distinguishing tastes					X
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft		X			
Exposure to aggressive/angry people			X		
Restraining/grappling with people		X			
Other:					
Other:					

**Items checked above must be consistent with tasks listed.**

**Are there any other physical or mental requirements of this position that have not been addressed above?**

**No.**

I have read and understand the potential hazards and am able to perform the physical requirements as stated above with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date