

Meals on Wheels Western Michigan

Job Title:	Dining Site Coordinator
Department:	Dining Site
Reports to:	Community Programs Manager
Primary Location	Mt. Mercy

FLSA Status	Non-exempt; Part-Time
Prepared by	TM/LW/ARH
Approved by	
Date	11.29.18

Basic Function:

Primary function is to prepare outstanding nutritious, appealing and flavorful meals for older adults at congregate dining sites and to provide an outstanding dining experience that promotes social engagement.

Essential Duties and Responsibilities

- Prepares, heat, and serve meals and clean up following established procedures.
- Follows proper food safety and sanitation practices.
- Orders meals and supplies in a manner that minimizes waste.
- Recruits, trains and supervises volunteers and community services as needed by the meal site.
- Maintains participant records and other paperwork as required.
- Follows established cash control procedures
- Promotes positive dining experience and recruits new participants
- Promotes client donations through education and a positive environment

Solicits feedback from clients on a regular basis and relays information to supervisor.

- Coordinate activities to promote meal attendance.
- Refer clients in need to other services as appropriate.
- Perform other duties as assigned by SMP management.
- Maintains clean and organized work environment.
- Cleaning and sanitizing of equipment and work surfaces as required.
- Proper tear down, setup, and cleaning of equipment.
- Dishwashing including manual dishwashing and use of commercial dishwasher.

Skills

- Basic math and counting skills.
- Able to multi-task and/or switch job duties quickly.
- Must be a team player and work well in groups.
- Excellent communication skills.
- Decision making and problem solving skills, often with minimal supervision.
- Able to operate all foodservice equipment.

Education/Training/Experience Required

- Previous food service experience.
- ServSafe Certification required/ability to obtain certification within 90 days of hire.
- Basic computer skills.
- Must be 18 years of age or older.

Physical Demands

- Ability to lift 50 pounds.
- Bending, lifting, twisting, standing/walking.
- Requires repetitive hand motions using utensils requiring gripping, and wrist motion.

Work Environment

- Requires ability to work in hot kitchen conditions for extended periods of time.
- Requires use of cleaning and sanitizing chemicals on a daily basis.
- Work environment will have a moderate level of noise.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The listed duties may be changed at the discretion of the incumbent's manager/supervisor.

*** All qualified candidates will receive consideration for employment without regard to race, creed, color, religion, national origin, gender, gender identity, sexual orientation, disability, marital status, height, weight, or age. ***