

# **Senior Nutrition Dining Site Manager Woodruff**

Oneida County Department on Aging is hiring for a Senior Nutrition Dining Site Manager at the Holy Family Catholic Church site in Woodruff. Position would work Tue/Wed/Fri, approx. 9 a.m. –1 p.m. The starting hourly wage is \$9.44/hr. Applicants must enjoy working with older adults & volunteers, be self-motivated, have the ability to work independently with little supervision and maintain accurate reports. No cooking involved. Complete job description & required Oneida County application can be found at [www.oneida.wi.gov](http://www.oneida.wi.gov) or at Northern Advantage Job Service, 51A N. Brown St. Rhinelander. Please return completed applications to the Job Service office. Applications will be accepted until the position is filled.

EOE/AA

## Oneida County Job Description

**Job Title:** Dining Site Manager – Town of Nokomis Site  
**Department:** Department on Aging  
**Reports to:** Director  
**Status:** LTE  
**Wage:** \$ 9.44/hour 2017 starting wage  
\$ 9.98 (after 12 months of employment)

**SUMMARY:** This position is responsible for operation of a Dining Site for the elderly nutrition program under the supervision of the Department on Aging Director.

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

1. Manages all operations of the Dining Site for congregate dining site (and home-delivered meals if applicable).
2. Monitor meals delivered by caterer to insure that proper food temperatures are maintained, correct portions have been provided and sanitary conditions are maintained according to Bureau on Aging guidelines.
3. Maintain records needed to compile required weekly, monthly, quarterly and annual reports and submits to the Department on Aging office.
4. Coordinates and/or works with Activities Coordinator to plan activities and special events to enhance attendance at the Dining Site.
5. Recruits, trains, schedules and supervises volunteers for the Dining Site including home delivered meal drivers
6. Identify and deal with problems at the Dining Site in consultation with the Coordinator or Director as needed.
7. Attend site manager's meetings and training as directed by the Coordinator.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE ABILITY:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to speak effectively before groups of participants or employees of the organization.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

*Will have or acquire after hire appropriate food sanitation certification*