



## **Senior Nutrition Dining Site Manager** *Three Lakes Dining Site*

Oneida County is accepting applications to fill a Senior Nutrition Dining Site Manager position with the Three Lakes dining site. This position works Monday through Thursday, approximately 2.5-3 hours per day. The wage for this position starts at \$15.91 per hour.

Qualified applicants must enjoy working with older adults and volunteers, be self-motivated, have the ability to work independently with little supervision and be able to maintain accurate reports. This position doesn't require any cooking duties.

Complete job description and **required** Oneida County application can be found at [www.co.oneida.wi.us](http://www.co.oneida.wi.us) under the Employment tab or by calling Jenni at 715-369-6153. Please return completed applications via email to [jlueneburg@co.oneida.wi.us](mailto:jlueneburg@co.oneida.wi.us) or mail to Oneida County LRES, P.O. Box 400, Rhineland, WI 54501.

Applications will be accepted until the position is filled.

EOE/AA

## Oneida County Job Description

**Job Title:** Dining Site Manager – Three Lakes  
**Department:** ADRC of Oneida County  
**Reports to:** ADRC Manager  
**Status:** LTE  
**Wage:** \$15.91/hour (2023 starting wage)

**SUMMARY:** This position is responsible for operation of a Dining Site at the Reiter Center for the elderly nutrition program under the supervision of the ADRC Manager. On-site training will be provided.

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

1. Manages daily meal operations of the Dining Site for congregate dining site and home-delivered meals.
2. Monitor food 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. Registers participants for the nutrition program.
4. Follows established procedures for collection and reporting of on-site diner contributions received.
5. Maintain records needed to compile required weekly, monthly, and quarterly reports and submits to the ADRC.
6. Coordinates and/or works with Dining Site participants to plan activities and special events to enhance attendance at the Dining Site.
7. Recruits, trains, schedules and supervises volunteers for the Dining Site.
8. Identify and deal with problems at the Dining Site in consultation with the Coordinator or Director as needed.
9. 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