

Senior Nutrition Dining Site Manager

Oneida County is accepting applications to fill an LTE Senior Nutrition Dining Site Manager position with the Rhinelander dining site. This position would work Mondays through Fridays for approximately 3-4 hours per day. The wage for this position starts at \$11.10 per hour. No benefits are offered with this position.

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 under the Employment tab or by calling 715-369-6153. Please return completed applications to Oneida County LRES, P.O. Box 400, Rhinelander, WI 54501 or email to jlueneburg@co.oneida.wi.us. Applications will be accepted until the position is filled.

EOE/AA

Oneida County Job Description

Job Title: Dining Site Manager – Rhinelander
Department: ADRC (Aging and Disability Resource Center)
Reports to: ADRC Manager
Status: LTE
Wage: \$ 11.10 per hour starting wage
\$ 11.73 per hour 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 ADRC Manager.

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. Ensures confidential collection of diner's voluntary contributions to the program and provides accurate accounting and safe delivery of collections to the ADRC.
4. Maintain records needed to compile required weekly, monthly, quarterly and annual reports and submits to the ADRC office.
5. Coordinates and/or works with Nutrition Director to plan activities and special events to enhance attendance at the Dining Site.
6. Recruits, trains, schedules and supervises volunteers for the Dining Site including home delivered meal drivers
7. Identify and deal with problems at the Dining Site in consultation with the Coordinator or Director as needed.
8. 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

Last revised 01-06-2021