

Position: Meals on Wheels Substitute Meal Site Manager

Reports to: Program Operations Manager

Classification: Non-exempt, On-Call, Part-Time

General Position Summary:

The Substitute Meal Site Manager completes the tasks performed by a Site Manager in their absence, providing staffing at any of our 8 senior dining centers. The Substitute will be present during business hours of operation and will supervise the delivery of meals to homebound clients as well as the service of meals to in-person diners, following established standards of nutrition, health, and sanitation. Paperwork, follow-up, and phone calls are critical tasks for this position. This position is an on-call position who will serve as the "Person in Charge" per Washington State Food Code requirements.

Essential Functions:

- Supervise the set-up, presentation, serving, and cleaning up of meals.
- Assemble food, dishes, utensils, and supplies needed for timely meal preparation.
- Heat & serve menu items as directed.
- Supervise volunteers in set-up, service, and clean-up of meal site.
- Supervise volunteers in delivery of home-delivered meals.
- Operate kitchen equipment as required.
- Wash dishes, pots, pans and utensils using approved sanitation methods.
- Perform regularly scheduled sanitation and cleaning activities for kitchen and kitchen equipment.
- Develop rapport with program participants and promote a friendly atmosphere.
- Attend meetings and trainings as invited.
- Maintain confidentiality of all participant/client, staff, and business-related information.
- Perform other duties as assigned or required

Job Skills

- Bilingual (English/Spanish) preferred.
- Computer competency to include Word and basic skills.
- Agility to work independently and as a team member in the daily operations of the meal program.
- Agility to understand and follow directions.
- Ability to exercise good judgment and decision-making, including calm & appropriate response to on-the-job situations, including emergencies.
- Ability to plan, organize, and meet deadlines.
- Ability to operate standard office & kitchen equipment.
- Good interpersonal and communication skills including the ability to listen and communicate effectively in person, on the telephone, and in writing.
- Work habits that include attendance when scheduled, punctuality, teamwork, initiative, flexibility, courtesy, dependability, and professionalism.
- Ability to demonstrate respect and sensitivity to the needs of individuals regardless of race, creed, color, religion, national origin, gender, age, marital status, sexual orientation, political ideology, or the presence of any sensory, mental, or physical handicap.
- Ability to multi-task in a fast-paced work environment.

Working Conditions:

- This position requires physical effort which may involve: sitting, driving, constant standing and walking, occasional pushing/pulling, frequent bending and twisting at the waist, reaching above shoulder, occasional kneeling, squatting, climbing of stairs, crawling, and frequent lifting and carrying up to 40 pounds.
- Work locations will be at our various senior dining sites located throughout Benton & Franklin Counties.
- When scheduled, typical work schedule will include daytime hours, Monday through Friday, with occasional evenings and weekends.

Education/Experience:

- Required to be at least 18 years of age with a High School Diploma or equivalent.
- Required to provide proof of valid Washington State driver’s license and the ability to travel using an insured personal and/or company vehicle.
- Preferred food services experience with a thorough knowledge of food preparation, operation of food service equipment, and maintaining health and sanitation standards.
- Preferred supervisory experience.
- Required valid Washington State Food Handler’s Card or the ability to obtain within 14 days of employment

Contingency of Employment:

- Acceptable criminal history background check
- Current Washington State Driver’s License
- Acceptable driving record
- Compliance with Chapter 246-215 WAC, Subpart B, “Employee Health”

Employee Acknowledgement

I have received, reviewed and fully understand the job description of the Substitute Meal Site Manager. I acknowledge that it does not identify all tasks that may be expected, nor address the standards of performance that must be maintained for continuing employment. I further understand and agree that I am able and responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee’s Signature _____ Date_____

Supervisor’s Signature _____ Date_____