

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SITE MANAGER - NUTRITION PROGRAM **GRADE:** 08

TITLE ABBREVIATION: SIT MGR NUTR PROG **TITLE NO.:** 6687

JURIS.CL: NC **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: OFFICE FOR THE AGING **DIVISION:** SR. DINING

SUPERVISOR'S TITLE: NUTRITION PROGRAM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the daily staff and volunteer supervision and operation of a Senior Dining Program site for the Office for the Aging. It includes responsibility for the preparation and service of congregate and home delivered meals for the elderly; cleanliness of the food preparation and dining areas; assembly of and activities for senior citizens; and referrals for supportive services. Duties are performed under the general supervision of the Nutrition Program Director with leeway allowed for exercise of independent judgement in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, organizes and supervises site personnel and volunteers in the preparation and service of congregate and home delivered meals for the elderly;
2. Maintains work schedules, staff sign-in records, reports staff attendance to Office for the Aging Timekeeper and makes recommendations to the Nutrition Program Director on staffing and operational problems;
3. Follows budgetary guidelines, purchases food and non-food supplies, registers congregate participants and assists with the arrangement of transportation for seniors;
4. Maintains records for purchases, inventory, cost accounting, participant attendance, daily participant contributions, participant emergencies, demographics and diet prescription records; responsible for daily accounting and banking of participant contributions;
5. Responsible for referral for supportive services through the Office for the Aging;
6. Assists in the coordination of social and educational programming and is responsible for the implementation of the scheduled activities and the reporting of related data;

7. Inspects the operational areas for sanitation, housekeeping and safety procedures to insure adherence to federal, state and local regulation; responsible for the preparation, posting and the supervision of the cleaning schedule;
8. Follows safety instructions in the lifting, pushing, transferring and use of equipment, food and cleaning supplies;
9. Attends monthly staff meetings and planned training sessions; communicates with site personnel pertinent information or training as determined by Office for the Aging;
10. May transport food/supplies via County vehicle for the Senior Dining Program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of food service operations; working knowledge of dietetics; ability to effectively supervise the work of others in the performance of routine food service and cleaning duties; ability to follow oral and written instructions; ability to get along with others; ability to work with older persons as well as sensitivity to their problems; ability to follow safety procedures when handling chemical cleaning supplies; ability to bend, lift and carry 50 pounds; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in a food preparation and service program, which shall have included supervisory responsibilities; OR
- B. Three (3) years of experience as described in (A) above, one (1) year which shall have included supervisory responsibilities.

SPECIAL REQUIREMENTS: Possession of a valid driver's license.

REVISED: 9/16/76

REVISED: 7/3/89

REVISED: 5/8/90

EEO CODE UPDATE: 11/29/90

REVISED: 3/12/97 MF

REVISED: 9/22/99 mf

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REVISED: 9/3/03 MF

REVISED: 11/09/04 dmc

REVISED: 1/30/12 AT

REVISED: 04/02/12 AT

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