

# Chelsea Senior Center

## Senior Nutrition Program Coordinator

### Job Summary

This position reports to the Assistant Director (AD) and is responsible for supporting the Senior Nutrition Program (SNP) by coordinating the day to day operations of the delivered homebound (Meals on Meals or MoW) and onsite congregate meals while maintaining strict confidentiality and the discreet handling of sensitive information. Will work alongside the Assistant Director (AD) to help ensure compliance with our contract obligations.

### Commitment

To support the mission of the Chelsea Senior Center to enhance the quality of life and well-being for area seniors and their families. This is a part-time, non-exempt position that will require 20 to 25 hours, typically mornings, per week Monday-Friday throughout the year.

### Essential Duties:

- Coordinate volunteers (MoW drivers and kitchen assistants) to provide needed meals
  - clearly communicate daily tasks and expectations to scheduled volunteers
  - manage volunteer schedules
  - assist in volunteer recruitment, training and registration
  - work with AD to host volunteer meetings and volunteer appreciation events
- Collaborate with Chelsea School District kitchen staff to coordinate daily meal preparation
  - MOW
    - guide and assist volunteers to portion, package, and assemble food items as needed
    - follow food safety regulations, cleaning/sanitizing requirements, and nutrition guidelines as directed by caterer
    - organize meals by route for driver pick-up
  - Congregate
    - guide/assist volunteer kitchen assistants to set up lunch tables and set tables with placemats, silverware, napkins, salt and pepper
- Maintain meal requirements and client and volunteer records in a proprietary database system
- Communicate with clients as needed
  - changes in delivery schedule; participant responsibilities; and other procedure for making donations
- Other day-to-day operational duties as assigned

### Employment Qualifications:

- Be able to work efficiently and independently to complete duties
- Possess communication skills to be able to relay information effectively to the volunteers, clients, colleagues, and Senior Center members
- Planning, organizing and directing the work of others
- Initiative necessary to perform tasks in a timely manner
- Set priorities, coordinate projects and meet deadlines
- Use sound, independent judgment within established guidelines
- Maintain accurate, secure and confidential records and files

**Skills:**

- Adept at using standard office equipment including phones, copiers, computers, calculators
- Familiar with MS office suite including Excel, Word and Outlook

**Physical Demands:**

Duties require typical activities you would see in a kitchen environment. Must be able to stand for several hours at a time and lift 25 pounds. Tasks may be performed with or without reasonable accommodation.

**Education:**

High school diploma or G.E.D. equivalent required.

**Licenses, Training, and Certifications:**

- Must possess a valid Michigan driver's license
- Willing to complete and pass ServSafe Food Handler Certification and commit to re-certification every 3 years (at CSC expense).