

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. The cooking is handled by the caterer and is not a requirement of this position.

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 hours per week, typically mornings, Monday-Friday throughout the year.

Essential Duties:

- Work alongside AD to stay compliant with the terms of our contract with Washtenaw County OCED (our funder).
 - Submit reports, invoices, participant communication as required
- 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
- Collaborate with Chelsea School District kitchen staff (caterer) to coordinate daily meal preparation
 - Order essential materials necessary to program

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
- 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 procedures for making donations
- Other day-to-day operational duties and CSC-wide activities 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

Education:

High school diploma or G.E.D. equivalent required. Preference given for a completed associate or bachelor's degree or equivalent proven experience in a human services field.

Physical Demands, Licenses, and Certifications:

- Able to lift 25 pounds. Ability to handle typical movements seen in a busy, people focused, activity driven workspace. Tasks may be performed with or without reasonable accommodation.
- Valid Michigan driver's license.
- Successful background check.
- CPR/AED certification or willingness to be certified at CSC expense.
- ServSafe Food Handler Certification or willingness to be certified at CSC expense.

In Addition:

This description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance. This position requires 20 hours a week Monday-Friday throughout the year, with some weekends and evenings for special events. Flexibility in scheduling is required. The Chelsea Senior Center is an at-will employer. Benefits: Paid time off-- sick time, holidays, vacation --no health benefits, regardless of hours worked.

To Apply: Submit cover letter and resume to Jennifer Smith, Chelsea Senior Center, 512 Washington Street, Chelsea, MI 48118 or to jsmith@chelseaseniors.org by May 19, 2025.