

Timber River Connections Site Leader

Position Title: Site Leader

Classification: Non-Exempt

Hours: 24-32 hrs/week

Reports To: TRC Administrator

Pay: Starts at 18.50/hr

NATURE OF WORK

Under minimal supervision, manages the daily operations of senior center; plans social events and activities; fundraises; facilitate on site programming (ie OAA Nutrition Program); provide support as needed for other programming.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. On occasion, may be required to work outside scheduled hours, including evenings and/or weekends.*

The Timber River Connections (TRC) Site Leader will:

- Oversee the daily operations of the Senior Center
- Provide customer services and general information and resolve problems and customer service inquiries and requests.
- Prepare meals for congregate dining clients in accordance with standard recipes, program policies and procedures, and health department regulations.
 - Prepare food for daily meals.
- Provide training and instructions to kitchen volunteers to ensure food service meets established quality and health standards.
 - Inspect kitchen and food preparation areas to ensure appropriate cooking, cleaning, and maintenance is performed.
- Maintain daily production records and program meal counts.
 - Ensure compliance with approved recipes and national guidelines for menu planning.
- Utilize remaining food as approved
 - Second meals
- Manages food preparation to control costs and prevent waste
- Plan and execute social events at center
 - Community dinners
 - Enrichment lunches
 - Activity events
 - Field Trips
- Maintain filing systems for local records

- Inspection Records
 - Client PIFs
 - Basic volunteer files
 - Program Files as needed
- Communicate with TRC staff for any needs.
 - Maintenance
 - Repairs
 - Supplies
 - Other emergencies
- Prepare flyers or other media to promote events and activities.
- Submit required submissions by deadline
 - Timber River News
 - Timecards
 - Monthly Reports
- Manage a team of volunteers
 - Schedule volunteers to assist as needed
 - Schedule volunteers for events
 - Refer volunteers who would like to work specific programs to TRC Administrator
- Manage mail and other correspondence to center
- Prepare facilities for activities and events.
- Explain Senior Programs to clients, community groups and volunteers.
- Provide back-up support to other staff as needed or directed.
- Maintain absolute confidentiality of work-related issues, personnel records, and organization information; complies with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended.
- Must be willing to travel, including overnight stays for training, meetings and conferences as needed.
- Must complete other duties as assigned.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment, commercial kitchens, and recreation facilities; work involves physical demands of standing, walking, lifting 25 pounds regularly, lifting 50 pounds on occasion and frequent use of a personal computer.

EMPLOYMENT STANDARDS:

High School Diploma or GED

1+ year experience in event coordinating/planning

1+ year experience in customer service

A valid Driver's License is required. Provide valid personal vehicle insurance. Must complete the First Aid/CPR and HIPAA training programs within 30 days of hire and pass a background investigation.

Food Worker Card (Must have within 10 days of hire)

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- Basic safety rules & regulations for commercial environments.
- Food preparation in a commercial environment
- Business and personal computers, and standard software applications.

Skills in:

- Interacting with a diverse group of elder clients in a cooperative, compassionate, and caring manner.
- Creative cooking
- Coordinating recreation activities and participants.
- Training and supervising the work of part-time volunteer staff.
- Interacting with people of all social, economic, cultural, and ethnic backgrounds.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers, supervisor, director, Board of Directors, and other stakeholders.
- Following verbal and written instructions.