Position Title: Dining Center Manager

Date: July 2018

Reports to: Aging and Disability Resource Nutrition Program Coordinator

Purpose of Position:

To actively supervise the safe and sanitary service of meals and all other related nutrition program activities and follow all responsibilities as written in the Older American’s Act.

Essential Duties and Responsibilities:

- Create a welcoming and positive dining atmosphere.
- Monitor and enforce sanitation practices on a daily basis.
- Serves congregate meals and packs home delivered meals.
- Maintain records of program data including participant contributions and registration.
- Recruit, schedule and/or supervise other staff and/or volunteers.
- Attend local and regional nutrition program staff training as mandated.
- Obtain feedback and respond to concerns from participants regarding food quality and service delivery.
- Abides by confidentiality laws.
- Performs other duties of a comparable level/type, as assigned.

Knowledge:

- Knowledge of community resources.
- Knowledge of record keeping
- Knowledge of safe food handling
- Ability to train and supervise staff and/or volunteers
Qualifications:

Experience in food service and working with the public is desired. Must be able to minimally work on your feet for 5 hours daily and lift minimum of 30 lbs.

Identify licenses/certification required:

Completion of Serving Safe Food course within 90 days of hire date.