

**HUMBOLDT SENIOR RESOURCE CENTER**  
**Job Description**

**JOB TITLE:** Dining Center Coordinator  
**DEPARTMENT:** Nutrition & Activities  
**REPORTS TO:** Nutrition & Activities Manager  
**FLSA STATUS:** Non-Exempt/Hourly  
**APPROVED:** **August 2019**

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**JOB SUMMARY:** Responsible for Dining Center operations and activities including employees, volunteers, and food service for both the assigned Dining Center and applicable Home Delivered Meals routes. Works with the Nutrition & Activities Manager and Food Service Manager to ensure compliance with Title III and food safety regulations.

**ESSENTIAL DUTIES AND RESONSIBILITIES:**

1. Works with Program Managers to ensure meal service to Dining Centers, Home Delivered Meals, and Nutrition Contacted Services participants according to program policies and procedures.
2. Provides daily supervision of Food Service Aides and Drivers while ensuring proper food safety guidelines are followed. Assists Program Manager in the hiring and training of employees. Ensures the completion of tasks, including in the absence of employees.
3. Acts as the official Dining Center host/hostess.
4. In collaboration with the Program Assistant (HDM), realigns the routes when necessary to eliminate the wait-list and to adjust to changing demographics.
5. Works closely with the Nutrition & Activities Social Worker to ensure needs of program participants are understood and appropriate referrals are made.
6. Completes mandated reports to Adult Protective Services, as appropriate.
7. Maintains required records for participants and completes all required reports in a timely manner.
8. Works with Program Assistants to ensure that required paperwork is completed and accurate, including monthly meal service data for both congregate and Home Delivered Meals participants, intake forms, and driver Home Delivered Meals assessments.
9. Responsible for handling and documenting daily meal donations. Ensures all donations made by participants are received in a confidential manner and that bank deposits are completed according to Finance department guidelines.
10. Recruits, trains, schedules, and oversees volunteers for various positions and events in the Dining Center and kitchen, as appropriate.
11. Coordinates supportive activities, programs, and outreach under direction of the Nutrition & Activities Manager.
12. Responsible for inventory, maintenance, and for keeping all equipment-related records as for Dining Center equipment.

13. Responsible for reporting maintenance and equipment needs, as appropriate, to agency personnel and/or Dining Center property owners.
14. Refers seniors to appropriate resources within the organization and the community.
15. Works together with "Site Council" members to meet the goals of the Dining Center and the agency.
16. Develops and maintains effective community relations within the Dining Center service area. Builds working relationships with other senior providers, local government entities, civic and religious organizations, neighborhood associations, and local businesses, as appropriate.
17. Assists in training for Dining Center employees and educational programs for participants as required. Participates in other meetings as requested by the Nutrition & Activities Manager.
18. Serves as a back-up for all Dining Center employees and volunteers when needed.
19. Serves as supervisor to student interns and volunteers working within the professional discipline and program area. Participates actively in their training as a guide, teacher, and mentor.
20. Other duties as assigned.

#### **EDUCATION &/or EXPERIENCE:**

1. Must have a high school diploma or GED equivalent.
2. Must have minimum of one (1) year experience or education in community nutrition, social work, psychology, gerontology, management, or another related field.
3. Must have a minimum of one (1) year experience in a supervisory role.
4. Associate's degree in a related discipline, preferred. Experience working in a food service program, preferred.

#### **LICENSES OR CERTIFICATES:**

1. Food Handler's certification required (ServSafe, National Registry of Food Safety Professionals, or other approved certification).
2. Valid California Driver's License, good driving record, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, and insured for State minimum liability requirements that can be used for the applicable job functions noted above.

#### **JOB SKILLS:**

1. Demonstrated interest in working with the elderly, knowledge of, and sensitivity to the needs of low income seniors.
2. Customer service experience, skills, and abilities necessary to work and communicate with diverse frail and/or elderly populations, employees, visitors, the general public.
3. Ability to interact and maintain relationships with other program stakeholders in a friendly, courteous and professional manner.
4. Ability to relate to and communicate with elderly and frail persons as well as co-workers, and to assist people who are in crisis or under extreme stress.

5. Ability to handle and prepare food in accordance with high quality food preparation, sanitation, and safety standards.
6. Ability to work as part of a team, taking initiative and responsibility, while working with minimal supervision. Good judgment, resourcefulness, flexibility, and problem-solving skills.
7. Prioritize and plan work activities using time efficiently to meet deadlines and follow up on assignments with minimal direction.
8. Ability to complete duties within an agreed upon time frame and to remain flexible to changes in daily job tasks, priorities, and/or workload.
9. Ability to maintain organization, timeliness, accuracy, thoroughness, and to monitor work for quality while performing various overlapping tasks.
10. Ability to maintain a positive attitude and balance in relationships with others in complex interpersonal situations.
11. Ability to work in a constantly changing environment with individuals of various backgrounds and abilities.
12. Demonstrates sound verbal and written communication skills to convey information effectively. Ability to communicate clearly and concisely, both written and orally, with co-workers, community members, and in presentations and/or meetings.
13. Ability to keep immediate and surrounding work area neat and organized, in a manner consistent with a professional environment.
14. Ability to be dependable, follow instructions, respond to management direction, and improve performance through feedback.
15. Ability to collect information and maintain accurate records.
16. Ability to maintain excellent attendance and punctuality records.
17. Proficiency in Microsoft Word, Excel, PowerPoint, Outlook, and relevant computer programs and software.
18. Ability to maintain confidentiality.
19. Ability to coordinate a multi-faceted program, supervise several employees, as well as to recruit and supervise others.

**SUPERVISORY REQUIREMENTS:**

1. This position directly supervises the Dining Center's Food Service Aides and Drivers for Home Delivered Meals, as well as program volunteers.

**PHYSICAL REQUIREMENTS:**

1. Physical abilities sufficient to move between different staff work areas, communicate with co-workers and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

**ANALYSIS OF PHYSICAL DEMANDS:**

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b>Lifting/Carrying</b>						<b>Twisting/Turning</b>					
Under 10 lbs.				x		Reach over shoulder			x		
11-20 lbs.			x			Reach over head			x		
21-50 lbs.		x				Reach outward				x	
51-100 lbs.		x				Climb			x		
Over 100 lbs.	x					Crawl		x			
						Kneel			x		
<b>Pushing/Pulling</b>						<b>Driving</b>					
Under 10 lbs.				x		Squat			x		
11-20 lbs.			x			Sit				x	
21-50 lbs.			x			Walk-Normal Surfaces				x	
51-100 lbs.			x			Walk-Uneven Surfaces			x		
Over 100 lbs.	x					Walk-Slippery Surfaces			x		
						Stand				x	
<b>Other</b>						<b>Driving</b>					
Keyboard/Ten Key				x		Automatic Trans			x		
Fingering (Fine dexterity)				x		Standard Trans	x				
Handling (grasping, holding)				x							
Repetitive Motion-Hands				x							
Repetitive Motion-Feet	x										

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

*The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.*

*The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.*

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Employee Signature

\_\_\_\_\_  
Date