

SITE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves overseeing and participating in the daily operation of an on-site and home delivered meal program. Duties include meal service, organizing support services, and recreation activities. Work is performed under the general supervision of the Nutrition Services Coordinator following Aging Department policies and procedures. Direct supervision is exercised over subordinate employees and volunteers. A Nutrition Site Manager does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises and participates in meal service;
- Assigns work to subordinate employees and volunteers;
- Plans, schedules, and leads activities including entertainment at the site;
- Keeps supply, attendance, registration, and activity records;
- Reviews and approves employee time sheets;
- Greets participants at the site;
- Performs outreach and informational duties in the community regarding available services;
- Recruits volunteers;
- Decorates the site to create an attractive atmosphere;
- Makes daily deposits of contributions to the bank;
- Refers program participants to appropriate agencies/services;
- Assists in the packaging of home delivered meals;
- May transport food to the nutrition site.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the elements of nutrition and general health; ability to coordinate and organize the operations of a nutrition site; ability to organize and direct personnel; ability and desire to work with the elderly; initiative; creative resourcefulness; leadership; tact; courtesy; integrity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: None.

SPECIAL REQUIREMENT: Possess and maintain a valid driver's license to operate a motor vehicle in New York State.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 01/03/2013; 09/06/2018