



Revised: January 2019

TITLE: Dining Program Specialist – Sebastopol Location
CLASSIFICATION: Non-exempt, Hourly, Part-time | 5 days per week, 6-7 hour shifts
DEPARTMENT: Nutrition Services
REPORTS TO: Congregate Nutrition Program Manager
STARTING SALARY: 15.00 per hour

PRIMARY FUNCTION: This position is responsible for coordinating and implementing the business operations and day-to-day activities at the Bistro-style congregate dining site, currently located at the Sebastopol Senior Center, in adherence with regulations set forth by Federal (Title III-C), State (California Department on Aging), Sonoma County Area Agency on Aging (AAA) and Council on Aging (COA) policies. The Bistro dining site offers a free lunch to seniors who are age 60 years and over and operates 5 days a week. The Dining Program Specialist will manage the Bistro two days per week and the Congregate Nutrition Program Manager will manage the Bistro three days per week. This position may be on-call for other congregate sites on additional days.

Work is performed in a restaurant style facility with a full kitchen located in a senior center or similar facility within the community. Works directly with volunteers, staff and clients (diners).

ESSENTIAL JOB FUNCTIONS:

- Fulfill and maintain the dining site program to its maximum potential, based on standardized best practices and program goals set forth by the Council on Aging.
- Manage kitchen and “restaurant-style” operations, while doing direct food preparation and cooking services as needed.
- Maintain programs in compliance with Federal, State, Area Agency on Aging (AAA) and Council on Aging contracts.
- Order food and inventory supplies needed for day-to-day meal service.
- Train staff and volunteers on a variety of subjects such as policies, procedures, safety and use of equipment, client intake assessment and client satisfaction.
- Manage and assist with preparing, serving and cleanup of meals. Substitute for other staff or volunteers if there is a staffing shortage. Implement sanitation, safety and security measures.
- Provide feedback on meal programs, including client response and needs, quality, policies and processes.
- Maintain daily, weekly and monthly records. Submit records to main office as required.
- Work with Program Coordinator to coordinate all aspects of home-delivered meals from the site (routes, staff and participants).
- Create a pleasant atmosphere at dining site by promoting sociability and interaction.
- Serve as a representative to Council on Aging in the community. Promote awareness of senior needs and Council on Aging services to the community.
- Attend meetings and complete mandatory training (including Serve-Safe).
- Other duties as assigned.

JOB SKILLS REQUIRED

- Experience in food service management a must.
- Ability to plan, organize, implement and supervise the work of others; ability to be flexible and multi-task when there is a shift in priorities.
- Demonstrated ability to work independently and as a part of a team.
- Ability to relate respectfully with clients, staff, volunteers and community members who have physical or mental impairments.
- Requires being able to stand and manage in a fast-pace environment for an entire shift.
- Requires proper use and knowledge of body mechanics and safety mechanics. Work may involve bending from the waist, stopping, twisting, and lifting of objects not to exceed 35 pounds (except with the use of appropriate equipment). Compliance with all Occupational Safety and Health Act (OSHA) and California Retail Food Code (CRFC) regulations is required.
- Ability to use computers and software applications, including internet applications, word processing and spreadsheets.
- Valid California driver's license. Driving record must be free of infractions for 3 years.
- Ability to lift 40 pounds.
- Ability to count and perform basic math.
- Ability to communicate verbally and/or in writing.
- Must complete "Serve-Safe" Certification within 3 months of hire.
- Must pass a pre-placement physical.
- Must pass a criminal background check.

Interested, Qualified Candidates

Send cover letter and resume to: hr@councilonaging.com