



Goodman Community Center

Older Adult Program Assistant

July 2017

Part-time Hourly/Non-Exempt 20 hours per week

Job Reports to Older Adult Program Manager

Position purpose

The Goodman Community Center Older Adult Program supports GCC's mission by offering older adults in our community an array of activities to enrich their lives through life-long learning, fun recreational and social events, and health and wellness programming.

This position helps manage the daily lunch service and activities in accordance to the guidelines and requirements set by our funders while ensuring our participants and volunteers feel valued and welcome.

Responsibilities/Duties/Functions/Tasks

- Supervise and support meal site volunteers. Provide back up support to volunteers and staff as needed.
- Ensure all Dane County Nutrition Site and NESCO standards are met including food safety, nutrition requirements, portion size and recordkeeping.
- Communicate any daily meal count changes or immediate meal service concerns to Program Cook or Kitchen Manager.
- Make all necessary daily announcements prior to the beginning of meal service and announce the day's activities.
- Help greet participants and assist new participants with registration forms and orient them to the program and activities.
- Support daily activity coordination. Ensure facilitators have space and resources needed and collect attendance.

- Promote older adult program activities & provide program updates and reminders to participants.
- Oversee the collection of meal site participant program registration data.
- Oversee collection and recording of daily meal donations. Follow money counting and finance department procedures.
- Monitor the daily attendance and registration sheets. Give sheets to receptionist for timely Trax entry.
- Adhere to and monitor others on safety, nutrition, food handling, and personal hygiene and sanitation requirements of the Center's Kitchen & Program policies, licensing and NESCO Senior Dining Site guidelines and requirements.
- Help maintain storage and refrigeration areas in a clean and organized fashion.
- Ensure all kitchen closing and room clean up processes are completed daily. Help maintain kitchen equipment and cleanliness.
- Attend required trainings for Nutrition Program Managers and food safety certification.
- Help manage volunteer schedule, including finding replacement volunteers or staff to fill in if shorthanded.
- Communicate with Older Adult Program Manager about difficult or challenging participants in order to facilitate finding appropriate support for them.
- Help manage any participant or volunteer concerns or disputes in a timely and professional manner. Keep Older Adult Program Manager informed of any challenges, and seek advice when needed to provide appropriate resolution.
- Check email at least daily while on shift.
- Attend all-staff meetings and other meetings as required.

Qualifications

- Experience with food service.
- Experience volunteering or working with volunteers.
- Interest in supporting adults 60 years and older.
- Consistently demonstrate ability to respond to changing situations in a flexible manner.
- Ability to work both independently and as part of a team.
- Strong organizational and problem solving skills.
- Ability to lift up to 30 pounds occasionally.

Special Position Requirements

- Excellent interpersonal skills and even temperament.
- Calm demeanor and positive attitude.
- Prompt and dependable.

Preferences

- ServSafe Certified.
- Experience working with older adults (60 and up).
- Broad knowledge of older adult population.

Employee acknowledgement/date _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.