



| EMPLOYEE NAME: | | |
|--|---|--|
| Job Title: Food Service Coordinator for Tenino and Rochester | FLSA Status: Non-Exempt | Department/Location: Senior Nutrition Program/Yelm (primary) |
| Reports to: SNP Yelm Site Manager | Pay Grade: \$13.69/hr. 20 hr./wk. | Revision Date: 8.2.18; 2.21.2019; 6.8.21 |

| POSITIONS REPORTING TO THIS POSITION: |
|---------------------------------------|
| None |

| JOB SUMMARY: |
|---|
| The Senior Nutrition Program (SNP) Meal Service Coordinator assists in the preparation and service of SNP meals and program reporting for Rochester and Tenino. |

| DUTIES |
|---|
| <ol style="list-style-type: none"> 1. Works under the Yelm Site Manager to prepare, transport, serve, track, and report SNP meals for both the Tenino and Rochester senior meal sites. 2. Ensures that all food is handled properly, following all food safety guidelines. 3. Keeps the dry storage, refrigerators and freezers clean, neat and organized. 4. Trains and supervises volunteers and ensures they are trained to work safely in the kitchen and dining room, and to maintain food safety, food quality and portion control standards. 5. Must have own vehicle to use for work. 6. Attend staff meetings and training sessions as necessary. 7. Assist with at least two fundraising events each year. 8. Perform other duties as assigned. |

| LICENSES OR CERTIFICATION REQUIREMENTS AND PREFERENCES |
|---|
| REQUIRED: Washington State Driver's License; Auto Insurance; CPR/First Aid Card/ Food Handler's permit or obtain one within 30 days of employment and keep it current at all times. PREFERRED: |

| EDUCATION REQUIREMENTS AND PREFERENCES: |
|---|
| REQUIRED: High School Graduate or GED PREFERRED: |

JOB EXPERIENCE REQUIREMENTS AND PREFERENCES:

REQUIRED: Experience cooking for catering or institutional preferred. Experience implementing and maintaining food safety practices and regulations. Experience supervising volunteers.

PREFERRED:

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Principles and processes for providing customer and personal services.
- Food production.
- Safety

Skills

- Time management.
- Monitoring/assessing performance of self and others.
- Judgement and decision making.
- Operation Monitoring
- Quality Control Analysis

Ability

- Information Ordering
- Oral Comprehension
- Work effectively with a wide variety of people, including senior citizens, staff members, volunteers, people with disabilities and minorities.

WORKING ENVIRONMENT AND CONDITIONS:

Working environment. Must be able to load and unload containers of food; travel daily to meal sites; and drive to deliver meals for the HDNS volunteer as needed.

Travel to attend meetings and training sessions is required.

PHYSICAL ACTIVITY REQUIREMENTS OF THIS POSITION:

N = Not at all O = Occasionally (1-33%) F = Frequently (34-66%) C = Continually (67-100%)

In a standard work shift, employee is required to and must be able to perform in this job, the following physical activities with or without an accommodation:

| | | | | |
|--------------------------------|---|--|--|---|
| 1. Lift (floor to waist) | | 16. Walk | | |
| a. Up to 10 pounds (sedentary) | F | 17. Stand (Continuous) | | |
| b. 11-20 pounds (Light) | F | a. 30 minutes | | F |
| c. 21-50 pounds (Medium) | O | b. 60 minutes | | F |
| d. 51-100 pounds (Heavy) | N | c. 1-3 hours | | F |
| e. >100 pounds (Very Heavy) | N | d. 3-6 hours | | O |
| 2. Lift (over head) | | 18. Repetitive Activities (continuous) | | |
| a. Up to 10 pounds (sedentary) | F | a. 30 minutes | | F |
| b. 11-20 pounds (Light) | O | b. 60 minutes | | F |

| | | | | |
|--|---|---|------------|-----------|
| c. 21-50 pounds (Medium) | O | c. 1-3 hours | | F |
| d. 51-100 pounds (Heavy) | N | d. 3-6 hours | | O |
| e. >100 pounds (Very Heavy) | N | Medical Demands | Yes | No |
| 3. Client Lift/Transfer: (weight per employee) | | 1. Alertness | | F |
| a. <50 pounds | N | 2. Precision | | O |
| b. >50 pounds | N | 3. Analytic Ability | | O |
| c. > 100 pounds | N | 4. Problem Solving | | F |
| d. >150 pounds | N | 5. Memory | | F |
| 4. Carry | | 6. Communication | | F |
| a. Up to 10 pounds (sedentary) | F | 7. Creativity | | O |
| b. 11-20 pounds (Light) | F | 8. Concentration | | O |
| c. 21-50 pounds (Medium) | O | 9. Judgment | | F |
| d. 51-100 pounds (Heavy) | O | 10. Imagination | | O |
| e. >100 pounds (Very Heavy) | N | 11. Initiative | | F |
| 5. Push or pull | | 12. Patience | | F |
| a. Up to 10 pounds (sedentary) | F | Work Environment | Yes | No |
| b. 11-20 pounds (Light) | F | 1. Inside work | | F |
| c. 21-50 pounds (Medium) | F | 2. Outside work | | O |
| d. 51-100 pounds (Heavy) | O | 3. Vibration | | O |
| e. >100 pounds (Very Heavy) | N | 4. Wet/humid | | O |
| 6. Climb (stairs) – climb & descend | | Hazards: Situations in which the individual is exposed to definite risk of bodily illness/injury | Yes | No |
| 7. Reach | F | 1. Mechanical | | F |
| 8. Stoop or bend | F | 2. Electrical | | F |
| 9. Crouch | O | 3. Burns | | F |
| 10. Kneel | O | 4. Frequent Travel | | O |
| 11. Handle or feel | F | 5. Long/irregular hours | | O |
| 12. Talk | F | 6. Cramped/confined work area | | F |
| 13. Hear | F | 7. Blood borne pathogens | | N |
| 14. See | F | 8. Moving machinery | | N |
| 15. Sit (continuous) | | | | |
| a. 30 minutes | F | | | |
| b. 60 minutes | F | | | |
| c. 1-3 hours | O | | | |
| d. 3-6 hours | O | | | |

Since it is difficult to identify all essential functions of a job because of changes in the workplace, this job description will be reviewed periodically to ensure it is accurate and up-to-date.

I, _____, acknowledge I have received a written copy of this job description. I acknowledge I am able to perform, with or without a reasonable accommodation,* the essential duties of this position. **If an accommodation is required, inform your supervisor immediately.*

Employee Signature

Date Signed

Manager/Supervisor Signature

Date Signed

Executive Director Signature

Date Signed

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require other or different tasks be performed as assigned.

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