



<b>EMPLOYEE NAME:</b>		
<b>Job Title:</b> Assistant Site Manager	<b>FLSA Status:</b> Non-Exempt	<b>Department/Location:</b> Senior Nutrition Program/Yelm
<b>Reports To:</b> Site Manager	<b>Pay Grade:</b> \$14.50/hr. 30 Hrs./Wk.	<b>Revision Date:</b> 8/2/18; 9/3/20; 9.22.21

<b>POSITIONS REPORTING TO THIS POSITION:</b>
None

<b>JOB SUMMARY:</b>
The Assistant Site Manager prepares and serves food for the Senior Nutrition Program (SNP), ensuring that meals are tasty, nutritious, and attractive. Helps ensure that meals meet nutrition, portion control and food safety standards. Organizes and oversees HDNS deliveries. Fills in for the Site Manager (SM) as needed.

<b>DUTIES</b>
<ol style="list-style-type: none"> <li>1. Helps prepare SNP meals ensuring nutritional, food safety, and portion control guidelines are followed.</li> <li>2. Helps wash dishes and keep the kitchen and dining room clean and tidy.</li> <li>3. Fills in for SM as needed, learning all aspects of their job within one year.</li> <li>4. Fills in for absent MOW volunteer drivers as needed.</li> <li>5. Helps train and supervise volunteers, especially in the absence of the SM.</li> <li>6. Checks agency email daily and corresponds with staff in a timely and professional manner.</li> <li>7. Participates in staff meetings, in-service sessions and other training sessions, which are primarily held in Olympia/Lacey.</li> <li>8. Assists with at least two fundraising events for Senior Nutrition Program each year.</li> <li>9. Performs other duties as assigned.</li> </ol>

<b>LICENSES OR CERTIFICATION REQUIREMENTS AND PREFERENCES</b>
<p><b>REQUIRED:</b> Washington State Driver's License; auto insurance. Must pass a Washington State Patrol background check; must be bondable. Must possess or obtain a CPR/First Aid card. Must possess a current Food Handler's permit or obtain one within 30 days of employment and keep it current at all times.</p> <p><b>PREFERRED:</b></p>

<b>EDUCATION REQUIREMENTS AND PREFERENCES:</b>
<p><b>REQUIRED:</b> High School Graduate</p> <p><b>PREFERRED:</b></p>

<b>JOB EXPERIENCE REQUIREMENTS AND PREFERENCES:</b>
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**REQUIRED:** Experience implementing and maintaining food safety practice and regulations.  
**PREFERRED:** Two or more years of experience in institutional food preparation. Experience supervising volunteers.

**KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to work effectively with a wide variety of people, including senior citizens, staff members, volunteers, people with disabilities, and minorities.
2. Ability to communicate well both orally and in writing.
3. Ability to recruit, train and supervise volunteers.
4. Ability to plan, organize, manage and evaluate work.
5. Ability to delegate responsibility.
6. Ability to function as a team member, work independently and use good judgment.
7. Ability to manage time, be creative and be flexible.
8. Ability to understand and apply Senior Nutrition Program policies and procedures.

**WORKING ENVIRONMENT AND CONDITIONS:**

Employee will operate industrial kitchen equipment including ovens, ranges, tilt skillet, and steam jacketed kettle. Position requires basic knowledge of safely using this equipment daily. Duties performed in an office or branch setting. Employee will operate a computer and standard office equipment, such as telephone, copy and fax machines. Employee uses job specific software (including Microsoft Office products) and security equipment as required to perform Essential Functions. Position requires use of basic Excel spreadsheets. 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 (overhead)		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	<b>Medical Demands</b>	<b>Yes</b>	<b>No</b>
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	<b>Work Environment</b>	<b>Yes</b>	<b>No</b>
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		<b>Hazards: Situations in which the individual is exposed to definite risk of bodily illness/injury</b>	<b>Yes</b>	<b>No</b>
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, contact Human Resources to start the interactive process.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Manager/Supervisor Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
ED 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.