



County of Calhoun

Job Description

Job Title: Nutrition Site Staff

Department: Calhoun County Council on Aging

Reports To: Director, CCCOA

Job Description:

Assist Nutrition Site Staff I with meal service for congregate and home delivered meal programs. Maintain sanitary environment by following guidelines for cleaning per ServSafe guidelines. This includes but is not limited to cleaning the surfaces areas of the kitchen and dining room and the pans, utensils, or other items provided by approved supplier. Wash, Rinse, Sanitize, and Air Dry items prior to returning to the approved suppliers. Complete the same process for any items that will remain at the site for serving food or beverages. Keep kitchen counters, cabinets, refrigerator, stove and freezer clean.

Assist with delivering meals daily according to route sheets, seeing the client, documenting the meal was received, notifying staff of changes in client and reporting emergencies immediately. Have a basic knowledge of services offered by the agency and procedures for accessing services. Follow all policy and procedures pertaining to nutrition services.

Complies with all policy and procedures pertaining to meal site requirements of Calhoun County Council on Aging, Area Agency on Aging, and the South Carolina Department on Aging.

Participate in training sessions, seminars, and workshops, one-day or overnight as required.

Perform other duties as directed by the Executive Director.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.