

Calhoun County Council on Aging Nutrition Site Staff II Job Description

Job Summary - The Nutrition Site Staff II is responsible for assisting with providing coordination of the congregate meal site program and home delivered meal program on a daily basis.

Duties Include:

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.

Minimum Qualifications:

High school diploma or GED preferred.

Must possess and maintain a valid driver's license.

Must possess and maintain basic first aid and CPR certifications.

Must have strength and agility to lift materials weighing up to but not limited to 25 pounds and stamina to stand for extended periods of time

Must be free of communicable disease and pass a pre-employment and random drug screenings.

Preferred Specific Knowledge, Skills, or Abilities:

Have ability to calculate food measurements.

Knowledge of programs offered by Calhoun County Council on Aging.

Skill in oral and written communication.

Skill in interpersonal relations.

Skill in operating computer and general office equipment.