



**SITE DIRECTOR**  
Area 2 Agency on Aging/REAL Services, Inc

**Department:** Nutrition  
**Reports to:** Nutrition County Coordinator  
**FLSA Status:** Non-Exempt (part-time)  
**Updated by:** Mary Porter, 9-27-06  
**Approved by:** Becky Zaseck, 9-\_\_-06

**JOB SUMMARY**

This part-time position is responsible for running a nutrition site serving older adults a hot noontime meal.

**ESSENTIAL DUTIES** include the following. Other duties may be assigned.

- Supervises volunteers
- Opens and closes site and sees that it is left in order
- Phones in meal count for the next day
- Counts money daily, and deposits at least once a week or more often as necessary
- Keeps records of volunteer hours and nutrition site participants
- Keeps records of daily receipts, weekend and monthly end totals
- Arranges speakers and activities for the site participants
- Attend director's meetings as necessary
- May have to go to grocery store to pick up food on occasion.

**RESPONSIBILITIES**

This position requires quick thinking and the ability to adapt in emergency situations and to stop escalation of conflicts between clients and or volunteers. The Site Director must be willing to make several calls setting up the required minimum of two programs/activities each month. Must be able to recruit and train volunteers in assisting with daily activities of the site and to take over when the Site Director is unable to be at the site. The Site Director must also be able to calculate and keep track of those wishing to attend and receive a meal each day and those attending each day. The Site Director must make sure that correct meals have been delivered and that the meals are acceptable to serve. This position may be paid for by Older American's Act (TIIC or TIID).

**EDUCATION AND/OR EXPERIENCE REQUIREMENTS**

- Experience working with elderly helpful.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Ability to keep accurate records and be well organized
- Good problem solving skills

- Ability to work as a team with staff and volunteers
- Ability to organize entertainment, celebration, games and activities
- Ability to make alternative plans in emergencies
- Ability to resolve personality conflicts
- Some knowledge of food safety guideline. (Department of Health requirements)
- Knowledge of gerontology and lay advocacy an asset, but not required

**DIFFICULTY OF WORK**

The work is fairly repetitive in nature but does require flexibility in case of emergencies. Controlling/Training volunteers in their assigned duties.

**PERSONAL WORKING RELATIONSHIPS**

- With clients and volunteers
- With staff

**WORKING CONDITIONS AND PHYSICAL DEMANDS**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is usually standing or walking to perform duties within a busy work environment. Some sitting, at will, to complete needed paperwork. Lifting is required of supplies and food, but not overly extensive. Usually indoor but on occasion outdoor activities will be required. Some driving required causing Site Director to be exposed to inclement weather.

- Dependable transportation required to make weekly bank deposits and attend meetings.

**CONDITIONS OF EMPLOYMENT**

- Successful candidate must submit to a pre-employment drug screening and a limited criminal history check.

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Employee Signature (Date)

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Supervisor Signature (Date)