



## **SENIOR DINING SITE COORDINATOR**

**Reports to:** Senior Center Manager

**FLSA Status:** Non-exempt, 20 hours, \$13.25/hour

### **About SOA:**

Looking for a great opportunity at a casual, fun organization committed to serving older adults within the community? The person in this position must enjoy working in a small, entrepreneurial environment that is mission-driven, results-driven, and community oriented. At Serving Older Adults of Southeast Wisconsin, Inc (SOA), we envision a community where every adult 50 and better will be connected to the resources they need, and the opportunities that interest them, throughout the aging process. SOA manages five Senior Centers for Milwaukee County and creates and delivers educational, social, and recreational activities for older adults, including lunch five days per week. We also recently started an innovative program, Tech Connect for Older Adults, to better serve our participants and their technology needs. To learn more about SOA, please visit our website at [www.servingolderadults.org](http://www.servingolderadults.org) and our visit our Facebook page.

### **Position Summary:**

Provide a warm and welcoming atmosphere at the Senior Dining Site. Maintain a clean, organized, and safe kitchen and dining site at all times. Ensures that safe food practices are always followed.

### **Responsibilities:**

- Provide a warm and welcoming atmosphere at the Senior Dining Site.
- Maintain a clean, organized, and safe kitchen and dining site at all times.
- Ensure that safe food practices are always followed.
- Work with center manager to recruit, train, and supervise volunteers and Title V Interns.

- Maintain inventory of dining supplies.
- Serve meals daily to senior diners.
- Promote a festive atmosphere for special occasions by decorating the dining room, etc.
- On a timely basis, place meal orders daily and ensure accuracy of meal count.
- Submit weekly reports timely and accurately.
- Report all food problems and issues to the Director of Senior Centers.
- Complete weekly bank deposits.
- Occasionally may need to attend training and in-services as required.
- Maintain bulletin boards and make appropriate announcements.

**Qualifications:**

- Six months of food service experience. (Preferred)
- Must be ServeSafe certified or ability to obtain the certificate within 60 days of hire date.
- Experience working with older adults is preferred.
- Ability to operate kitchen equipment safely and efficiently.
- Experience being a volunteer and working with volunteers.
- Ability to work well independently with a minimum of supervision.
- Good interpersonal skills.
- Must be organized, patient, and confidential.
- Must be able to work well with people from all cultures and backgrounds.
- Ability to stand for hours at a time, lift and carry hot and heavy pans of food of up to 30 pounds, bend, squat, sit, and reach.