

# ***Ayer Council on Aging***

AYER, MASSACHUSETTS 01432

Tel. (508) 772-8260



## **Nutrition Site Manager COA Administrative Assistant Job Descriptions 4/2002**

**Mission of this position:** To offer quality service through the use of the MOC food program, and assist the COA director in the daily operations of the Community Senior Center.

### **Qualifications of the job:**

- Must be 21 years of age
- Must have a high school diploma/GED.
- Must have a valid Massachusetts drivers license
- Must pass a CORI check through the State of Massachusetts.
- Must have one-year experience working within the senior network.
- Must obtain certification in food handling through MOC.
- Must have basic computer skills, the ability to use copy equipment, and/or any other equipment that may be used in a regular office environment.
- Must be able to answer the phone in a pleasant tone at all times and take complete messages for the COA director.
- Must be able to establish and maintain effective working relationship with other staff members, volunteers, the COA director, also all people that use the services of the Center.
- Must be courteous, sensitive and understanding to the needs of all people using the services of the Center.
- Must maintain a level of confidentiality with all people using the services of the Center.

### **Description of Duties: (Nutrition Site Manager)**

- Reports directly to the COA director.
- Must fulfill 10 hours per week as the Nutrition Site Manager.
- Must obtain all required training through MOC to correctly over-see the function of the food program and the production in the kitchen for On-Site Meals.
- Will over-see the production of the Meals on Wheels Program, address any problems with the incoming food, call MOC to correct them. Notify the COA director if any problems have not been corrected after speaking with MOC. **Deliver Meals on Wheels as needed.**

- Will over-see the operation of the kitchen and On-Site Meal Program. Will notify the volunteers of the correct number to be served for the On-Site Meal
- Must follow all policies/procedures and duties set by MOC for the food program. Record food temperatures daily. The daily meal count must be reported to MOC, all money for the food program must be collected, recorded and banked by the Nutrition Site Manager. Monthly reports must be kept of all meal numbers with reports being sent to MOC.
- Must do intake forms on all new people using the food program and submit them to MOC on a regular basis. Update already submitted intakes as needed.
- Keep refrigerators clean at all times. Discard of all outdated, old food in the refrigerators and freezer. Make sure thermometers are in both the refrigerators and freezers and that they are in working order.
- Check all dates on breads and pastries donated by Victory market. Discard of all outdated items.
- Make sure dishwasher and stove are in working order at all times and all dishes are cleaned as needed.
- Clean the coffee pot daily. Coffee grounds MUST be dumped out before the close of the workday.
- Attend monthly training of Nutrition Site Managers at the MOC Fitchburg site.
- Keep Food Handling certification current through training with MOC.
- Keep all the volunteers, staff and director current of any and all changes with the food program.

**(Administrative Assistant)**

- Reports directly to the COA director.
- Fulfills 15 hours a week as administrative assistant to the COA director.
- Responsible in assisting the COA director with the daily operations of the Center. Willing to step in, in a professional fashion and run the operations of the Center in the absents of the COA director.
- Will answer the Centers main phone line in a professional/pleasant fashion. Will take complete messages as needed for the director. Will successfully answer questions asked of the callers and if there is a question of a question the administrative assistant will take a message and follow up to find an answer for the caller and return their call.
- The administrative assistant will answer the Dial-A-Ride phone when the volunteer is not available.
- Will over-see any volunteer assigning riders and make sure all information is correctly written on the clipboard for the drivers. Time of appointment and a telephone number are most important with the servicing of riders.
- Will call the drivers for rider pick-up when volunteers are not available.
- Will keep track of all MART reports and submit them to MART on a regular basis.
- Report to the COA director any conflicts with the MART program or drivers when necessary.

- Maintain and complete the monthly newsletter. Upon completion of the draft the COA director will proof it. The final copy will be placed on a disk and e-mailed to the printer by the COA director. The administrative assistant will make follow up calls to the printer when necessary. **Final copy of the newsletter must be sent to the printer no later than 20<sup>th</sup> of the month.**
- Will make and keep a record of all appointments needed for SHINE, Tax Prep, Fuel Assistance, etc
- Will make and keep a record of all people signed up for trips/activities and collect money as needed for the trips.
- Will act as the group leader for bus trips when necessary. Trip will be paid for.
- Make referrals at the director's request in the area of legal, social security, food stamps, health, housing or any outreach service offered to seniors.
- Maintain records and distribute annual Farmers Market Coupons.
- Also maybe asked to complete other duties related to this job.

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

COA Director's Signature \_\_\_\_\_ Date \_\_\_\_\_