

## **SITE MANAGER**

**GRADE:** 1

**REPORTS TO:** Director of Nutrition Services

**POSITION REQUIREMENTS:** Graduation from high school or equivalent is preferred. Training or experience in program management, and food service, and sanitation measures and basic knowledge or the equivalent combination of acceptable education and experience. Prefer training in vocational or business education while in high school. Must provide good references from previous employment.

**SUMMARY:** Oversees the operation of the senior center. Coordinates the meal programs, the van drivers, and center special activities. Prepares reports and other materials as required. Problems encountered range from routine to complex in nature; significant public contact is required and position requires some independent decision-making and action.

### **DUTIES AND RESPONSIBILITIES:**

1. Prepare daily and monthly reports of site participants and programs
2. Insure that food is prepared safely and meals delivered correctly
3. Maintains the center in good, clean condition
4. Coordinate activities for on-site such as exercise programs, blood pressure checks, etc.; and coordinate programs for off-site such as shopping trips, picnics, etc.
5. Attend all training as required.
6. Must maintain strict confidentiality in all matters pertaining to the participants and agency.
7. Must obey all rules and regulations of the AASC Personnel policy.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Must be physically able to perform duties.
2. Ability to follow exactly oral or written instructions.
3. Knowledge of fundamental principles of program management and food service and handling, with specialized trade experience useful.
4. Knowledge of sanitation principles is important.
5. Ability to understand and carry out oral instructions without close or constant supervision.
6. Ability to deal courteously and effectively with the public.
7. No gossip or profanity will be tolerated.