**ECKAAA SITE MANAGER JOB DESCRIPTION**

**POSITION: SITE MANAGER**

**REPORTS TO: NUTRITION SITE COORDINATOR**

**HOURS OF WORK: VARIES BY SITE**

**QUALIFICATIONS:**

1. Ability to speak, read and write English
2. High school diploma or GED
3. Valid driver’s license
4. Ability to lift 20 pounds
5. Good interpersonal and communication skills
6. Ability to interact well with elderly and disabled individuals
7. Ability to follow directions and maintain records
8. Emotional maturity and flexibility

**ESSENTIAL FUNCTIONS**:

1. Keep accurate record of time worked and time worked by substitutes
2. Supervise site activities during period site is open
3. Operate site according to established nutrition program policies and procedures
4. Responsible for ordering the correct number of meals (regular & modified) and serving the number of meals ordered
5. Responsible for quality, quantity, sanitation & temperature of foods serviced
6. Promote the program and recruit new people to the program, targeting individuals over age 60, low-income and socially isolated
7. Accurately complete uniform program registrations (UPRs) for new clients and renew annually
8. Assure eligible individuals are provided meals under program guidelines
9. Notify office of potentially new home-delivered clients and request an assessment
10. Responsible for organizing and coordinating a minimum of one nutrition education session per month for congregate clients. Provide nutrition education materials to home-delivered clients twice a year
11. Responsible for maintaining accurate and complete site records
12. Send all required forms and records to the central office when requested
13. Maintain a system where all participant contributions are confidential and that contributions are sent with the drivers to the central office every day
14. Recruit, train, and supervise volunteers to assist in site operations
15. Attend in-service training programs as provided by the nutrition program
16. Responsible for general cleanliness & sanitation of the nutrition site
17. Complete annual inventory and send copy to central office
18. Maintain an atmosphere of friendliness at the nutrition site
19. Other jobs are assigned by the Nutrition Site Coordinator or Executive Director