



NORTHWEST SENIOR & DISABILITY SERVICES

3410 Cherry Ave. NE (P.O. Box 12189) Salem, OR 97309-0189

SUBSTITUTE MEALSITE COORDINATOR ON-CALL POSITION

*******OPEN CONTINUOUSLY*******

\$10.72/hour

This position is with the NorthWest Senior & Disability Services nutrition program in Clatsop County. This recruitment will be used to establish a list of qualified candidates to fill openings for on-call positions at various mealsites which are located in the following cities:

- Seaside
- Svensen

SUPPLEMENTAL EXAMINATION

The evaluation will be based on your completed application and your written response to the examination items included with this announcement. Respond to each of the items listed using a separate sheet of paper for items 1-4. The supplemental examination should be completed on the pages provided and included when returning your completed application and examination response. Number your responses to correspond with the items. Be sure your name is on each sheet. Your application will not be accepted without the responses to the examination questions and the completed exam.

Applications may be obtained from the NorthWest Senior & Disability Services Office at our Clatsop County office located at 2002 SE Chokeberry Avenue, Warrenton, OR 97146. Return completed applications and exam questions to: **HUMAN RESOURCES, PO Box 12189, Salem, Oregon 97309.** Applications will only be accepted in the Salem office. Resumes will not be accepted in place of a completed application. EOE.

Customer Service~Professionalism~Positive Attitude

NORTHWEST SENIOR & DISABILITY SERVICES
JOB DESCRIPTION

Substitute Nutrition Site Coordinator

| | |
|---|-----------------------------|
| Classification: Substitute Nutrition Site Coordinator | Position Number: Varies |
| Salary Range: UN 6-8 | FLSA Status: Non-exempt |
| Unit: Varies | Location: Varies |
| Reports to: Nutrition Mgr/Community Svs Supv. | Union Status: Unrepresented |
| Last revision: February 2009 | |

General Description

Provides for and participates in the serving of congregate and home delivered meals to seniors 60 and older in the absence of the Meal Site Coordinator.

Essential Functions

1. Coordinates activities during the operation of the nutrition site.
2. Receives, holds and serves all foods, following proper health and sanitation procedures.
3. Delivers meals to homebound clients as assigned.
4. Recruits, supervises, schedules, trains and instructs volunteers to assist at the meal site.
5. Receives fees and donations, completes bank deposit slips/, makes deposits and records transactions.
6. Prepares monthly meal site records and sends to supervisor according to established schedule.
7. Provides information regarding the program to community groups; organizes outreach activities.
8. Plans and coordinates special events at the meal site.
9. Maintains and shares information according to privacy regulations.
10. Serves as a Mandatory Reporter of suspected abuse of vulnerable populations as required by policy and regulation.

Secondary Functions

Performs related duties as needed.

Supervisory Responsibilities

None.

MINIMUM QUALIFICATIONS

Experience and Training

Any equivalent combination of education and experience, which demonstrates the knowledge, skills, and abilities required, will be considered; however, the following is preferred:

High School diploma or GED and two years of experience in community service that includes supervising others, plus six months food handling experience.

Knowledge, Skill and Ability

General

Ability and willingness to support Agency mission, ethics and core values.

Good interpersonal skills, including listening; ability and willingness to work effectively with others; use of good judgment, courtesy and tact, as well as the ability to understand and respond to requests from internal and external clients, social service professionals and/or the general public.

Knowledge of, and commitment to, rules governing client confidentiality, mandatory reporting, provider records, and investigations.

Ability to work independently, organize and structure own work, and exercise initiative.

Ability to understand and interpret applicable policies and apply them to problem-solving and decision-making in order to serve external and internal clients.

Ability to apply the required knowledge and skills in a timely, accurate, and efficient manner to meet deadlines.

Ability to speak, read, write and understand English, and follow verbal and written instruction.

Basic knowledge of and ability to utilize, basic technology, such as voice mail, e-mail, word processing, and data entry.

Job Specific

Knowledge of or ability to learn the policies and procedures of a Nutrition program.

Ability to interact effectively with elderly people and volunteers.

Ability to maintain accurate records and reports.

Ability to supervise and coordinate meal site activities and follow health and sanitation procedures.

Arithmetic skills and the ability to accurately account for money received.

Ability to communicate program information to community groups, verbally and in writing.

Familiarity with the local elderly population and knowledge of community resources.

Ability to represent the Agency in a professional manner and commit to high standards of ethical behavior.

OTHER REQUIREMENTS

Possession of, or ability to obtain prior to hire, a current food handler's permit.

Ability to secure and maintain a driver's license valid in the state of Oregon.

Commitment to regular attendance as an essential element, required to meet the demands of this job, and to provide necessary services.

Successful completion of a background check.

The incumbent typically works in a meal site environment and may require occasional travel to deliver homebound meals. The noise level in the work environment is moderate to loud. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to stand, walk, talk, hear and handle; frequently required to grasp, reach, bend, stoop and lift up to 30 pounds. Occasionally required to sit, push or pull.

When delivering home bound meals there may be contact with the public in home environments and may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

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

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other duties as assigned, including work in other Agency Units or locations to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform other job-related duties requested by their supervisors. Requirements are representative of minimum levels of knowledge, skills, and abilities. To perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.

(Answer Exam Questions 1-4 on a separate sheet of paper)

EXAM QUESTIONS

1. Briefly describe your food handling experience.
2. Briefly describe any community service or organizational activities you have performed.
3. Describe your supervisory experience. Indicate the number of people supervised and the type of product or service provided.
4. Describe any previous involvement with elderly programs on a paid or volunteer basis.

SUPPLEMENTAL EXAM

(Complete the worksheet below)

- Examine the Monthly Transaction Record. Complete the NWSDS Meal Order Slip for the Seaside meal site for June 4th.
- Complete the Deposit Slip based on the listed donations.

Monthly Transaction Record (June)

| | M | Tu | W | Th | F | Sa | Su |
|---------------------------|---|----|---|----|---|----|----|
| Name | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Joe Jones <i>Diabetic</i> | A | A | A | A | A | | |
| Alice Jones | A | B | C | B | C | | |
| Jane Smith | | C | | C | | | |

NWSDS MEAL ORDER SLIP

Date of Meal _____

Mealsite _____

DONATIONS

1 - Check for \$ 6 (# 24-22) 7 - Quarters
1 - Five Dollar bill 3 - Dimes
26 - One Dollar bills 8 - Nickels
5-Pennies

ENTREE A _____

ENTREE B _____

Subtotal A & B _____

ENTREE C _____

Total Meals A, B & C _____

Diabetic _____ Minus _____

DEPOSIT SLIP

| | | |
|----------|--|--|
| CURRENCY | | |
| COIN | | |
| CHECKS | | |
| TOTAL | | |