

**NOTICE**

There is a job vacancy with the **BAY COUNTY DEPARTMENT ON AGING.**

JOB TITLE:                   **SITE COORDINATOR\***

RATE OF PAY:               **\$10.91 per hour**

\*Casual, part-time, on-call status, non-union, no benefits

**GENERAL SUMMARY:**

Under the direct supervision of the Program Events Manager is responsible for planning, coordinating and directing all on-site daily routines involved in the nutrition program.

**ESSENTIAL FUNCTIONS:**

1. Verify participant eligibility and registration.
2. Responsible for policy communications to the central kitchen and/or on-site cook and when applicable, to participants.
3. Post suggested donation for eligible participants and cost of meal for non-eligible persons.
4. Assure no eligible participant is pressured into donating.
5. Coordinate on-site nutrition education.
6. Recruit and direct volunteers to share their talents and skills with others, and assist with site operations when needed.
7. Responsible for daily reservations, participation count and related statistics, and completion of time and travel sheets.
8. Required to count, verify and deposit all on-site program income.
9. Required to deposit at indicated financial institution at the end of each shift.
10. Required to check in all supplies in the absence of a cook and verify such receipts by signing delivery slips.
11. Coordinate with the Department on Aging Case Managers to assist seniors with needs other than nutrition.
12. Site Coordinators of non-cooking sites are responsible for getting site ready for meals and any related clean-up before and after the meal.
13. Responsible for supervising and assisting, when necessary, the serving of all dishes to participants, assuring portion control.
14. Responsible for assuring sanitation and related health standards.
15. Must be able to complete accurate weekly ordering and storage of milk, bread and other kitchen supplies and calling in daily meal count to the kitchen producing meals for the site.
16. Must be able to lift and transfer pans of food and crates of milk to the appropriate holding containers and serving line.
17. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
18. Consistent and punctual attendance is an essential function of this position.
19. All other duties as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties.

**QUALIFICATIONS:**

Must be a self-starter, innovative. Must be able to coordinate and/or present programs, i.e., nutrition education. Must have ability to maintain accurate and complete records. Must have reliable transportation with adequate auto insurance. Must possess a valid drivers license with good driving record. Must be willing to work and drive to areas within Bay County. Must be sensitive to the needs of seniors. Applicants may be required to take written and/or other examinations.

**PHYSICAL REQUIREMENTS:**

This position requires sitting, being mobile and/or bending for significant periods of time. Applicants must be able to lift and transfer heavy containers of food, up to and occasionally more than 20 pounds with or without reasonable accommodations.

**APPLICATION PROCEDURE:**

Apply online at <http://www.baycounty-mi.gov/News/EmploymentOpportunities.aspx> or in person/via US mail at the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan 48708 as soon as possible. We will accept applications until this position is filled.

**AN EQUAL OPPORTUNITY EMPLOYER**

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."