

NOTICE

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

JOB TITLE: PART-TIME SITE COORDINATOR

RATE OF PAY: \$10.09/hour entry, progressing to \$11.60/hour after 6 years (TS02)

This is a part-time position with variable hours and limited benefits as provided for within the USW part-time labor agreement, although union membership is voluntary.

GENERAL SUMMARY:

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

TYPICAL DUTIES:

1. Verify participant eligibility and registration.
2. Responsible for policy communications to the central kitchen, direct supervisor 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, plan activities, promotion of all site programs.
6. Recruit and direct volunteers to share their talents and skills with others, to assist with site operations when needed.
7. Responsible for daily reservations, participation count and related statistics, and completion of all necessary paperwork including time and travel sheets.
8. Required to count, verify and deposit all on-site program income.
9. Required to check in all supplies in the absence of a cook and verify such receipts by signing delivery slips.
10. Coordinate with the Department of Aging Case Managers to assist seniors with needs other than nutrition.
11. Site Coordinators of non-cooking sites are responsible for getting site ready for meals and any related clean-up before and after the meal.
12. Responsible for leading and assisting, when necessary, the serving of all dishes to participants, assuring portion control.
13. Responsible for assuring sanitation and related health standards per requirements.
14. 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.
15. Must be able to lift and transfer pans of food and crates of milk to the appropriate holding containers and serving line.
16. 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.
17. 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 and activities. Must have ability to maintain accurate and complete records. Must have acceptable transportation with adequate auto insurance, and able to provide verification of valid auto insurance. Must possess and be able to provide verification of a valid drivers' license with good driving record. Must be sensitive to the needs of seniors. Applicants may be required to take written and/or other examinations.

PHYSICAL: 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. This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20-50 pounds of force up to one third of the time.

APPLICATION PROCEDURE: Please apply online at <http://www.baycounty-mi.gov/onlineservices/employmentapp.aspx> or in person/via US Mail at the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan 48708. Application deadline is **4:00 p.m. Wednesday, April 12, 2017.**

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."