



Nutrition Site Operator  
General Job Description  
Revised June 2014

***Description***

The Nutrition Site Manager reports to the Nutrition Coordinator and is responsible for the oversight of volunteers and the preparation and delivering of nutritious meals to seniors throughout the community.

***Education/Experience***

- Previous volunteer experience is preferred
- Experience coordinating tasks utilizing the efforts of others
- Must complete yearly training.

***Skills***

- Ability to stand for long periods of time.
- Ability to walk for periods of time.
- Ability to communicate clearly and effectively to clients and coworkers.
- Ability to give and receive direction.
- Ability to be flexible within a day to day basis.
- Ability to manage a schedule in order to ensure all clients receives their meals.
- Ability to work out in the community.

***Duties and Responsibilities***

Listed below are examples of duties and areas of responsibilities for this position. The listing below does not include all responsibilities or challenges that present themselves in this position.

- Help to prepare meals for older members of the community.
- Prepare eating areas prior to meal service.
- Deliver meals to clients and ensure their well being.
- Assist in cleaning up after meals.
- Attend yearly training.