



Nutrition Site Operator
General Job Description
Revised July 2018

Description

The Nutrition Site Operator reports to the Nutrition Director 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.
- Complete required daily paperwork.
- Count/handle money.
- Attend yearly training.