



AUGUST 7, 2019

JOB OPENING: Council on Aging
POSITION: Site-Manager Gildford
CLOSING DATE: Open Until Filled
REQUIREMENTS: See Attached
DESCRIPTION: See Attached
SALARY: \$9.89

The Council on Aging Department is now accepting applications for one part-time Site Manager in Gildford. Applications can be picked up at the Hill County Commissioner's Office or Human Resource Office or the Havre Job Service. An electronic application is also posted on Hill County-Human Resources webpage. Applications will be accepted until the vacancy is filled.

Hill County is a Drug-Free Workplace & EOE – M/F/Vets/Disability

HILL COUNTY

POSITION DESCRIPTION

POSITION: Site Manager

DEPARTMENT: Hill County Council on Aging

ACCOUNTABLE TO: Council on Aging Director.

SUMMARY OF WORK: Oversees the operation of the congregate meal site for senior citizens. Provides for proper food being aware of eating problems of senior participants and provides for a clean, safe environment. Travels to Chester Senior Citizens and brings back meals for Rudyard and Gildford congregate meals program. Ensures meals are hot and ready for serving at noon in Rudyard. Performs cleanup duties after meal completion. Senior center cleaning is included in this part-time position. State mileage and hourly wage. Meals are served on Monday, Wednesday and Friday.

JOB CHARACTERISTICS:

Nature of Work: This position requires organizational skills, patience, compassion, and confidentiality. Must enjoy working with seniors. Must be aware of and ensure safety of food and site. Must be able to react calmly and quickly to any problem. Hazards of position include working with hot liquids, sharp kitchen utensils, and lifting heavy pans and supplies.

Personal Contacts: Daily contact with senior citizens.

Supervision Received: Supervision from the Council on Aging Director regarding planning, expenditures, and participant satisfaction. Position works mainly independently.

Essential Functions: Position requires ability to: communicate orally and in writing; visually inspect premises; plan meals, serve meals, clean senior site and keep accurate records.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Develops and directs a public relations program to attract senior citizens to the meal site. Opens the site on meal days and locks at the end of day. Performs general office duties, answers the telephone. Takes reservations for meals and informs cook of numbers. Greets people; visits with the seniors and makes them feel welcome. Makes sure that the site is clean and adequate supplies are purchased for the site. Accepts and records donations for meals.

reports monthly to the County Council on Aging to provide pertinent information. Takes no actions that require major fund expenditures or major changes in operation without County Council on Aging and County Commissioners' approval.

Prepares a monthly report listing the number of people served at congregate meals.
Sees that site is left clean and orderly each day.
Performs other related duties as required.

JOB REQUIREMENTS:

Travel: Must have dependable transportation and the ability to travel to Chester in all situations on days meals are served. Contact director for assessment of unsafe weather or driving conditions. Must be dependable and demonstrate ability to notify and work with director if unable to perform duties on days meals are scheduled.

Knowledge: This position requires knowledge of food preparation, nutrition and serving meals for the elderly.

Skills: This position requires skills in managing the site.

Abilities: This position requires the ability to: have patience; communicate effectively orally and in writing; follow verbal and written instructions; maintain confidentiality; Establish effective working relationships with supervisors, and the seniors of the community you serve. Adheres to County Policies and Hill County Council on Aging structure..

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma.
- Experience with food preparation, nutrition, and the elderly preferred.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following.

- Performs assigned duties.
- Capably manages the congregational meal site.
- Greet people; visit with the seniors and makes them feel welcome.
- Assures that the meal site is clean and safe for seniors.

- Accepts meal donations and ensures security of funds.
- Capably keeps records of the number of people served at congregate meals.
- Sees that site is left clean and orderly each day.
- Prepares, maintains and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.