



HILL COUNTY
JOB POSTING/ DESCRIPTION
January 18, 2023

Job Title: Site Manager/Meal Delivery (Rudyard)

Department: Council on Aging

Type: (1) Part-time (15-20 hrs per week)

Accountable To: Director HCCA

Wage: \$14.73 hourly

Job Overview: Oversee operation of congregate meal site for senior citizens. Provide for proper food preparation and handling and dietary needs of clients. Travel and delivery meals. Ensure meals are hot and ready for serving on time. Perform clean up after meal completion. Clean senior center.

Essential Functions (Major Duties or Responsibilities): Develop and direct public relations program to attract senior citizens to the meal site(s). Open and close meal sites. Perform general office duties. Take reservations for meals and communicate to cooking staff. Greet and visit with seniors. Maintain cleanliness of site and adequate purchase of supplies. Accept and record donations. Provide monthly reports, including number of people served.

Knowledge, Skills and Abilities:

Knowledge: Knowledge of food preparation, nutrition and serving meals for the elderly.

Skills/Abilities: Communicate effectively with clients, family members, coworkers, supervisors and members of the public.

Physical and Environmental Demands: Drive in severe or adverse weather conditions.

Minimum Qualifications (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 (or equivalent)

Preferred Qualifications:

- Experience in food prep, nutrition and working with the elderly

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Other duties may be needed or assigned.

Hill County is an equal opportunity employer. Hill County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Signatures

My signature below indicates the statements in the job description are accurate and complete. It also constitutes notification of the job vacancy to the Hill County Commissioners to allow posting of this position.

<i>William J. Lanier</i>	Director of HCCA	1/18/2023
Immediate Supervisor	Title	Date

Commissioner's Review:

<i>Sheri Williams</i>	Commissioner	1-18-2023
Sheri Williams	Title	Date

<i>Mark Peterson</i>	Commissioner	1-18-23
Mark Peterson	Title	Date

<i>Jacob Strissel</i>	Commissioner	1-18-23
Jacob Strissel	Title	Date

Human Resources Review

Step: 1 **Grade: 9** **Rate of Pay: \$14.73 per hour** *Cue*

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- FLSA Exempt FLSA Non-Exempt
- Appointed Elected

Union Bargaining Unit:

Human Resources:

<i>[Signature]</i>	Human Resources	1.18.2023
Signature	Title	Date