



**HILL COUNTY
JOB POSTING/ DESCRIPTION
March 22, 2024**

Job Title: Site Manager (Rudyard Senior Center)

Department: Council on Aging

Type: (1) Part-time

Accountable To: Director HCCA

Wage: \$16.23 hourly

Job Overview: Oversees the operation of the congregate meal site at the Rudyard Senior Center for senior citizens. Provides for proper health and safety standards; Some sites only serve meals that are prepared in Havre and other site centers.

Essential Functions (Major Duties or Responsibilities): This position performs management and supervisory duties; requires organizational skills, patience, compassion, and confidentiality. Must be flexible in working with seniors. May be on call to perform any duty related to site in an absence of regular employee. 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.

Knowledge, Skills and Abilities:

Knowledge: This position requires a 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 fellow employees, supervisors, and the public. Adheres to County Policy and Hill County Council on Aging Structure.

Minimum Qualifications (Education and Experience):

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

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

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.

Heather K Sinclair Director of HCCA 3-22-2024
Immediate Supervisor Title Date

Commissioner's Review:

Mark Peterson Commissioner 3-25-24
Mark Peterson Title Date

Jake Strissel Title Date
Sheri Williams Commissioner 3-25-2024
Sheri Williams Title Date

Human Resources Review

Step: 1 Grade: 9 Rate of Pay: \$16.23 per hour

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:

Brittany L Stygles Human Resources 3.22.2024
Brittany L Stygles Title Date

**HILL COUNTY
POSITION DESCRIPTION
MARCH 2024**

POSITION: Site Manager - Rudyard Senior Center

DEPARTMENT: Council on Aging

ACCOUNTABLE TO: Council on Aging Director

SUMMARY OF WORK: Oversees the operation of the congregate meal site at the Rudyard Senior Center for senior citizens. Provides for proper health and safety standards; Some sites only serve meals that are prepared in Havre and other site centers.

JOB CHARACTERISTICS:

Nature of Work: This position performs management and supervisory duties; requires organizational skills, patience, compassion, and confidentiality. Must be flexible in working with seniors. May be on call to perform any duty related to site in an absence of regular employee. 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 and site staff.

Supervision Received: Supervision from the Council on Aging Director regarding meal 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; prepare meals; serve meals; assist with cleaning; maintain 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 each morning and locks at 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.
- Assists the cook in planning menus; buys groceries; assists with cooking as needed.
- Assures that meals conform with nutritional guidelines of Older Americans Act.

- Contacts relief employees during absences; may perform any duty related to site in absence of regular employee.
- Attends meetings and/or 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.

JOB REQUIREMENTS:

Knowledge: This position requires a 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 fellow employees, supervisors, and the public. Adheres to County Policy 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 congregate meal site.
- Greet people; visits with the seniors and makes them feel welcome.
- Assures that the meal site is clean and safe for seniors.
- Capably assists with cooking and serving the meal as needed.
- Capably keeps records of the number of people served at congregate meals.

- Sees that site is left clean and orderly each day.
- Assures that meals conform with nutritional guidelines of Older Americans Act.
- Maintains accurate and timely records.
- Prepares 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.
- Keep record of all income from congregate and home delivered meals
- Turn in all documented finances every (2) weeks to the Council on Aging Director

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.