



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE
Open Until Filled

SENIOR SERVICES SITE COORDINATOR

SALARY
Range 49: \$2,768 - \$3,364

Walker

40 hrs. per week

The County of Mono is accepting applications for the position of Senior Services Site Coordinator.

The Position:

Under general supervision, to plan, organize, coordinate, and direct activities for the Senior population in the Senior Center; providing oversight of food preparation and serving at a Senior Citizens Center; to ensure an adequate inventory of food and supplies; to oversee maintenance of kitchen equipment and proper sanitary procedures; to oversee food delivery in the community; to perform the full scope of food preparation, kitchen sanitation, medical transportation, escort, outreach, and food delivery functions, as necessary; and to do related work as required.

Knowledge of:

- The functions, activities, and services of a Senior Services Site.
- Planning coordination and development of activities for Senior Program clients.
- Principles of work planning, staff supervision, and training.
- Principles of volunteer coordination, supervision, and motivation.
- Proper record keeping and inventory reporting methods.
- Proper sanitation and safety requirements associated with food preparation and serving.
- Maintenance of proper temperature and sanitation of food which is delivered to clients.
- Normal behavior and emotional needs of senior citizens.
- Physical signs and symptoms requiring medical assistance.
- Agency and community resources.
- Methods, practices, and procedures used in ordering, storing, preparing, and cooking substantial quantities of food for serving to a group.
- Orientation and use of equipment, machines, and utensils used in quantity food preparation.
- Safe driving principles.

Ability to:

- Plan, organize, coordinate, and direct the functions of a Mono County Senior Services Center.
- Plan and implement activities for Senior Program clients.
- Provide direction, training, and supervision for site staff and volunteers.
- Assist with planning menus with proper nutrition and quantities for preparing and serving meals.
- Assist with establishing schedules for delivery of food within the local community.
- Safely use and operate food service appliances and equipment.
- Maintain accurate records and prepare reports.
- Work on own initiative without close supervision.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.
- Provide positive representation of Mono County and the Mono County Senior Center programs.
- Prepare a variety of foods in substantial quantities and serve to seniors within established time constraints.
- Effectively read, interpret, and adjust recipes.
- Safely operate a motor vehicle.

Maintain proper temperature and sanitation of food during delivery.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Three years of previous work experience in overseeing activities in a group setting or quantity food preparation, preferably with a Senior population.

Selection Process: The selection process may include any of the following: application, a written test, and/or an oral interview (weighted 100%).

Application Process: For a complete job description and application contact the County Administrative Office. Faxed and e-mailed applications will be accepted provided the application with the original signature is postmarked.

COUNTY OF MONO

COUNTY ADMINISTRATIVE OFFICE

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EOE/AE/AAE