

SITE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves overseeing and participating in the daily operation of an on-site and home delivered meal program. Duties may include meal service, organizing support services or recreation activities, and associated clerical duties. Work is performed under the general supervision of the Nutrition Services Coordinator and/or Unit Supervisor following Aging Department policies and procedures. Direct supervision may be exercised over subordinate employees and volunteers. A Site Manager does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises and participates in meal service;
- Plans, schedules, and leads activities including entertainment at the site;
- Keeps supply, attendance, registration, and activity records;
- Performs outreach and informational duties in the community regarding available services;
- Recruits volunteers;
- Decorates the site to create an attractive atmosphere;
- Refers program participants to appropriate agencies/services;
- May assist in the packaging of home delivered meals;
- May transport food if assigned to a site that oversees the Meals on Wheels program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the elements of nutrition and general health; ability to coordinate and organize the operations of a nutrition site; ability to organize and direct personnel; ability and desire to work with the elderly; initiative; creative resourcefulness; leadership; tact; courtesy; integrity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: None.

SPECIAL REQUIREMENT: Possess and maintain a valid driver's license to operate a motor vehicle in New York State if stationed at a meal site that could involve the delivery of food/meals.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 01/03/2013; 09/06/2018, 7/26/2023