

JOB VACANCY ANNOUNCEMENT

Pella Congregate Meal Site Coordinator

Date of Posting: 09.23.11

The following position is available. Interested parties may obtain application materials from Marion County Public Health Department, the Marion County Public Health website, Marion County Auditor's office, Pella Senior Meal Site, or on the bulletin board outside the Marion County Board of Supervisors' offices and return the application form to Marion County Public Health Department, Box 152, Knoxville, IA 50138 by 10.07.11. For questions call 641-828-2238 or 641-842-6070.

Job Title: Site Coordinator: PELLA Congregate Meal Site

Department: Marion County Senior Nutrition Program, 2003 North Lincoln, Knoxville, IA 50138

Hours: M-F 8:30 a.m. -1:30 pm

Pay Range: \$10.00 – 12.54 per hour

Essential Functions and other details of the Job:

- Maintains all records required in the operation of the nutrition site and submit all required reports to Local Project Coordinator correctly and in a timely manner.
- Responsible for obtaining a volunteer base to assist in operations of the site.
- Responsible for planning activities and developing a monthly activity calendar for the center participants. Nutrition Education must be represented in activities at least three times per month.
- Organize and work closely with site council and local project manager.
- Provides outreach to community on behalf of the program
- Assures completion and compliance in all areas of food preparation, service, and distribution, both home delivery and within the center.
- Assures that policies are followed within the facility by staff, volunteers, and participants
- Maintains confidentiality of all client health and finance related information.

Knowledge, Skills, and Abilities required:

Requires sufficient education to understand and follow routine practices or oral instructions.

Must pass Serve Safe within one year of employment.

General knowledge of commonly used general rules; procedures, operations, practices or routines such as could be acquired in less than one year of prior experience.

Interested parties are encouraged to read the full job description available at Marion County Public Health Department, or on the website at www.marionph.org. This job vacancy notice will be posted for a minimum of 10 days or until the position is filled.

The County shall have sole discretion to fill any vacancy.

MARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER