

## **Senior Nutrition Dining Site Manager**

Oneida County is accepting applications to fill an LTE Senior Nutrition Dining Site Manager position with Oneida County ADRC (Aging Disability Resource Center) for their Rhinelander dining site. This year-round position works Monday through Friday, 8:30AM – 12:30PM. Job share opportunity available for applicants not wanting to work 5 days per week. Some flexibility can also be given for occasional days off as needed. The wage for this position starts at \$14.69 per hour. No benefits are offered with this position.

This rewarding position would manage the operations of both the onsite dining and delivered meal program, including collecting and maintaining data, completing reports, coordinating events to enhance dining site participation, attending meetings and assisting with problem-solving. This position doesn't require any cooking duties.

Qualified applicants must enjoy working with volunteers and older adults, be self-motivated, have the ability to work independently with little supervision and be able to maintain accurate reports.

Complete job description and **required** Oneida County application can be found at [www.co.oneida.wi.us](http://www.co.oneida.wi.us) under the Employment tab or by calling 715-369-6153. Please return completed applications to Oneida County LRES, P.O. Box 400, Rhinelander, WI 54501 or email to [jueneburg@co.oneida.wi.us](mailto:jueneburg@co.oneida.wi.us). Applications will be accepted until the position is filled.

EOE/AA

## **Oneida County Job Description**

**Job Title:** Dining Site Manager – Rhinelander  
**Department:** ADRC (Aging and Disability Resource Center)  
**Reports to:** ADRC Manager  
**Status:** LTE  
**Wage:** \$ 14.69 per hour starting wage  
\$ 15.53 per hour after 12 months of employment

**SUMMARY:** This position is responsible for operation of a Dining Site for the elderly nutrition program under the supervision of the ADRC Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Manages all operations of the Dining Site for congregate dining site (and home-delivered meals if applicable).
2. Monitor meals delivered by caterer to insure that proper food temperatures are maintained, correct portions have been provided and sanitary conditions are maintained according to Bureau on Aging guidelines.
3. Ensures confidential collection of diner's voluntary contributions to the program and provides accurate accounting and safe delivery of collections to the ADRC.
4. Maintain records needed to compile required weekly, monthly, quarterly and annual reports and submits to the ADRC office.
5. Coordinates and/or works with Nutrition Director to plan activities and special events to enhance attendance at the Dining Site.
6. Recruits, trains, schedules and supervises volunteers for the Dining Site including home delivered meal drivers
7. Identify and deal with problems at the Dining Site in consultation with the Coordinator or Director as needed.
8. Attend site manager's meetings and training as directed by the Coordinator.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE ABILITY:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to speak effectively before groups of participants or employees of the organization.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Acquire appropriate food sanitation certification – can be obtained after hire