



City of Fitchburg (WI)

Nutrition Site Assistant - LTE

SALARY	\$15.38 Hourly	LOCATION	Fitchburg, WI
JOB TYPE	Limited Term Employment	JOB NUMBER	202400003
DEPARTMENT	Senior Center	DIVISION	Not Applicable
OPENING DATE	02/01/2024	CLOSING DATE	2/18/2024 11:59 PM Central

Description

Exciting times - we have a new part-time position open in the Senior Center!

About the Role:

This position plays a crucial role within our vibrant Senior Center team and will be tasked with the day-to-day operations of the Dane County nutrition program, encompassing both congregate and home-delivered meals. The Nutrition Site Assistant is also entrusted with maintaining regular communication channels with volunteers, senior center staff, and program participants to guarantee the smooth and efficient delivery of services.

This position works approximately 20 hours per week and is expected to last one year from hire date.

Schedule:

M/W/F – 8:30 am - 1:00 pm

Tu/Th – Flexible between 9:00 am - 12:00 pm

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Responsibilities

- Assist volunteers with home-delivered meal packaging, and serving meals on site.
- Assist volunteers with clean-up after meals are served.
- Work with Volunteer Manager to update home delivery routes based on changing needs.
- Record and track daily meal reservations.

- Communicate with staff about issues with meal participants.
- Monitor kitchen inventory including supplies, equipment, and cleaning products, and communicate needs with the Volunteer Manager.
- Communicate with the Volunteer Manager any nutrition program concerns.
- Maintain and process all bakery donations.
- Restock shelves with supplies.
- Attend all Dane County Nutrition Site trainings and meetings.
- Attend department staff meetings.
- Orient new senior participants to the meal site.
- Assist in driving meal delivery routes and delivering meals as necessary.
- Perform other duties as assigned.

Minimum Qualifications

Education and/or Experience Requirements:

- High school diploma or equivalent.
- 2 years of kitchen or institutional food service experience or vocational/technical training in nutrition preferred.
- Any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered.

Certifications:

- CPR/AED training (within 3 months of hire).
- Valid Driver's license.
- SERV Safe Certification (within 3 months of hire).

Special Requirements

Necessary Knowledge Skills and Abilities:

- Ability to establish and maintain positive relationships with volunteers and meal recipients.
- Ability to clearly communicate with supervisor, staff, volunteers, and participants.
- Ability to work with culturally diverse individuals and groups.
- Knowledge of older adults and the aging process.
- Ability to work independently.
- Ability to maintain adequate attendance.

Physical Demands:

Must be able to lift 30 lbs. Must be able to stand for long periods of time. Must have the ability to bend and twist with ease.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Agency

City of Fitchburg (WI)

Address

5520 Lacy Road

Fitchburg, Wisconsin, 53711

Website

<http://www.fitchburgwi.gov/employment>