

## **Senior Services of Central Illinois, Inc. Job Description**

**Department:** Daily Bread (*Springfield*)  
**Position Title:** Site Coordinator

**Duties include, but are not limited to:**

- Responsible for day-to-day management of site
- Responsible for all aspects of meal service
- Maintain organization, cleanliness and sanitation of snack bar station
- Assist with the cleaning and sanitizing of dining tables
- Help serve food using portion control
- Service and upkeep the inventory of the snack bar station
- Warm baked goods for snack bar station
- Assure compliance with health and sanitation requirements pertaining to food service
- Maintain records pertaining to services as required by the program
- Count and record cash receipts
- Send reports, deposits and reservations to the Nutrition Office
- Provide nutrition education semi-annually
- Supervise volunteers in the dining area
- Other Duties as Assigned

**Certifications/Skills Required:**

Knowledge of food preparation and health code regulations  
Ability to obtain and maintain Food Manager's Certification  
Ability to learn how to complete program reports  
General computer skills to complete forms and reports  
Excellent communication (both oral and written) and interpersonal skills  
Friendly, honest and an advocate of seniors

**Physical Demands:**

Prolonged periods of sitting, standing and walking may be required along with bending or reaching.  
Must be able to lift and carry up to 25 pounds.  
Manual dexterity is required for regular use of a keyboard and other standard office tools.  
Visual acuity is necessary for reading printed materials and computer screens.  
This position requires the ability to communicate effectively in person, by phone, and via electronic means.

**Supervision:** Site Volunteers  
**Reports to:** Kitchen Manager and Director of Nutrition  
**Hours:** Part-time (up to 25 hrs. per week)  
Monday-Friday, unless otherwise approved by the Director of Nutrition  
**Pay Rate:** Starting at \$15.00/Hr.