

**NOW
HIRING!**

NUTRITION SITE COORDINATOR

Are you a High School graduate? Do you want to work Monday-Friday, 9am-2pm?

HOURLY/PART-TIME/AT WILL ● \$18.91 HR

JOB DESCRIPTION

Manage the receipt of all meals at the nutrition site; receive and inspect food from caterer; monitor temperatures of food and equipment; serve the food in a manner consistent with the Los Angeles County Health Department regulations; clean and sanitize all food contact surfaces; welcome older adults to the Center; manage the serving of meals and maintenance of dining area; ensure that staff and volunteers maintain high standards of safety and sanitation; work with appropriate staff/team members to solve problems that occur at the site; order an accurate estimate of the number of meals required at the site each week; collect donations in a confidential manner per Daily Nutrition Policy and Procedures; recruits, train, schedule, and supervise volunteers at the site. Direct elderly participants to the City's resources they may need for daily living; contact participants who stop participating in the program to find out why they are no longer participating; work with appropriate County/City staff in scheduling events of interest to participants at site; ensure that all new participants fill out the appropriate forms to participate in congregate meal site; complete and submit all paperwork required by City of Norwalk Daily Nutrition Program and the Los Angeles County Area Agency; post required notices at the site.

QUALIFICATION GUIDELINES

Knowledge, Skills, and Abilities Ability to: communicate effectively with older adults of diverse backgrounds; hear conversation in meetings, and verbally communicate in meetings. Use time effectively while maintaining a helpful and courteous attitude toward the public and co-workers.

EDUCATION AND EXPERIENCE

High School Diploma and/or minimum of one (1) year experience in performing the duties in one or more of the areas listed above.

SPECIAL REQUIREMENTS

A valid Class C California Driver License and the ability to maintain insurability under the Agency's vehicle insurance policy; Certified Safe Food Handler (successful completion of the ServSafe examination); and bilingual English/Spanish is desirable.

For more information, please call (562) 929-5544.
Apply at <https://www.governmentjobs.com/careers/norwalkca>