



JOB
DESCRIPTION
Revised: 5/2021

TITLE: Regional Congregate Site Coordinator
REGION: Congregate North
CLASSIFICATION: Non-Exempt, Hourly Full-Time
DEPARTMENT: Nutrition Services
REPORTS TO: Director Nutrition Services

PROGRAM DESCRIPTION:

The Meals on Wheels Congregate dining sites provide hot, nutritious meals and social interaction to seniors Monday-Friday at various dining site locations throughout Sonoma County. Congregate North is operated with one full-time Regional Congregate Site Coordinator and volunteers. Food for the Bistros and Cafes are brought to each location in the morning and must be checked and distributed according to Title III-C Nutrition Program Standards and regulated by Sonoma County Area Agency on Aging.

SCOPE OF WORK:

The Regional Congregate Site Coordinator is responsible for coordinating the daily operations of Congregate dining service to Congregate North: Larkfield, Windsor, Healdsburg and Cloverdale, including but not limited to coordinating volunteers and enforcing AAA compliance. Additionally, in collaboration with the Director of Nutrition Services, grow Congregate dining site participation through strategic outreach and marketing planning.

Regional Congregate Site Coordinators report to the Director of Nutrition Services.

This is a full-time position that reports to the Director of Nutrition Services. The position is Monday-Friday, 8:00 am - 4:30 pm and is primarily located off-site, and at the Council on Aging campus during the week for administrative work related to the growth and success of Congregate North sites. Flexible scheduling may be necessary in order to attend some meetings outside of regular office hours.

DUTIES AND RESPONSIBILITIES:

- Ensure that qualified clients requesting a meal receive a meal. This includes ensuring that the proper number of meals are ordered and delivered each day
- Screen, qualify, train, and retain volunteers, and coordinate and schedule work for volunteers
- Manage Congregate sites within the parameters of budget, AAA compliance, site objectives, and organizational policies
- Maintain an accurate database of clients and volunteers

- Provide information, reports, or other materials as required by the Director of Nutrition Services
- Work with the Director of Nutrition Services and Registered Dietician to ensure contract compliance
- Create and implement a plan for growing Congregate site numbers
- Track monies collected from each Congregate site weekly
- Print and distribute monthly Congregate site menus
- Meet with the Director of Nutrition Services for weekly check-ins.
- Assist with additional tasks as required.

QUALIFICATIONS:

This position requires the following:

- Sensitive to the needs of older adults
- Exceptional customer service skills
- Excellent organization skills
- Professional appearance
- Excellent telephone and interpersonal skills
- Experience reporting statistics and meeting deadlines
- Collaboration with multiple stakeholders
- Familiarity with computerized record keeping
- Detail-oriented, reliable, punctual and independent
- Database experience and experience with Microsoft Word, Excel and Google Drive
- Manual typing
- Comfortable working with cloud-based data systems
- Ability to lift 25 pounds
- Ability to assist with meal preparation, serving food to diners, and clean-up
- Attend agency meetings
- Excellent communication skills both written and verbal
- Background check clearance
- Food Safety Certification, or the ability to complete the course once hired
- Clean driving record for three years
- Valid CA Driver's license, proof of car insurance and reliable transportation
- Advanced English and Spanish proficiency is preferred
- Proof of Covid-19 vaccination will be required