Job Description

Ethel Hart Senior Center
Senior Café Coordinator

REPORTS TO
Hart Senior Center Social Services Coordinator

POSITION SUMMARY
This part-time position is responsible for coordinating the daily café program for older adults at Hart Senior Center, 915 27th Street in midtown Sacramento. Duties are performed on a 3.5 hours per day, Monday through Friday schedule, between 9:00 a.m. and 12:30 p.m. Additional hours may occasionally be assigned for training. Successful candidates will have strong leadership, organizational and interpersonal skills.

JOB RESPONSIBILITIES

- Organize and coordinate the daily service of meals at All Seasons Café in Hart Senior Center.
- Serve as a host/hostess to promote a welcoming environment for a diverse clientele as café participants arrive, eat their meal, and as they leave.
- Monitor and record food temperatures to assure food safety requirements are met, in compliance with California Retail Food Code standards.
- Complete a required Intake Form on every new eligible congregate participant, and report this confidential data to the program office; assure form is accurate and complete.
- Coordinate and supervise the meal reservation system to ensure the efficient serving of meals to café participants.
- Supervise volunteers who handle food and are involved with café meal service.
- As a mandated reporter for Elder Abuse, report any suspicious circumstances or suspected abuse to Adult Protective Services.
- Supervise for the accurate daily and weekly accounting of program contributions.
- Prepare accurate reports and maintain an accurate, organized filing system. Meet all required reporting deadlines.
- Provide appropriate customer service to participants and other internal and external customers, including facility staff. Represent Hart Senior Center in a positive manner.
- Develop and offer additional activities to increase socialization aspects of the café program.
- Attend and participate in scheduled in-services, monthly team meetings and other meetings as requested.
- Assist with the training of new volunteers and assist with intern and volunteer activities.
• Demonstrate professionalism and work effectively and cordially with others at all times.
• May require proper use and knowledge of body mechanics and safety mechanics. Work may involve bending from the waist, stopping, twisting, and lifting of objects not to exceed 35 pounds (except with the use of appropriate equipment). Compliance with all OSHA (Occupational Safety and Health Act) regulations is required.
• Demonstrate compliance with City of Sacramento and Meals on Wheels by ACC policies, procedures and standards.
• Perform other tasks and duties as assigned.

POSITION REQUIREMENTS

• Prior experience working with older adults or academic work in gerontology preferred. Knowledge of the needs and issues related to the elderly preferred.
• Serve Safe Certification preferred. Successful completion of Serve Safe or other acceptable food handling certification within 12-months of employment expected.
• Must be able to lift and carry items weighing up to 35 lbs, average weights range from 10 to 25 lbs. Must be able to lift items up to 15 lbs above one’s head. Require frequent stooping and turning to lift items.
• Stand continuously during a normal work day.
• Possess strong leadership, inter-personal communication, skills and ability to work with program management, staff and volunteers. Ability to work well in a team environment.
• Ability to develop professional, cooperative working relationships with participants, participants’ family, other employees and volunteers required.
• Ability to apply customer service skills including the identification of customer needs and follow up to ensure those needs have been met.
• Must be positive and have a caring attitude.
• Ability to prioritize work tasks and to be flexible when a shift in priorities is necessary.
• Ability to work with diverse language and ethnic populations
• Must have a valid “class C” California Drivers License and a clear driving record. Must maintain driving record in good standing.

COMPENSATION

18 hours per week, $13.62/hour