

Civil Division: Town of New Hartford
Jurisdictional Class: Competitive
Non-Competitive (part-time) - Town of New Hartford only
EEO Category: Service; Maintenance
Revised: 11/22/96

MEAL SITE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a town Senior Citizens Center and involves responsibility for overseeing the service of food and the maintenance of cleanliness in dining areas at the site. The food is prepared off-site and delivered for preparation for serving. The Meal Site Manager participates in the work and oversees the activities of volunteer helpers under the general direction of the Senior Citizens Center Coordinator. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and participates in the setting of tables and service of meals at a meal site;
Supervises the collection of, and accounting for, cash receipts;
Keeps records and prepares necessary reports;
Supervises and participates in the maintenance of cleanliness in the dining area;
Oversees the care and maintenance of food service equipment;
Operates dishwasher;
Consults with dietitian regarding nutritional care of, and special diets of, the elderly;
Inspects food preparation area to ensure acceptable sanitary standards are being met;
Places hot foods into steam tables and places cold foods in refrigeration unit, ensuring that proper temperatures are maintained;
Orders supplies needed in the kitchen;
Posts menus in a visible spot for both kitchen help and participants;
Coordinates with project coordinator to train all center staff, including volunteers and takes advantage of further opportunities for continuing training;
Deposits money daily;
Fills in for Coordinator during his/her absence and makes announcements before dinner.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the proper methods of sanitary food service; good knowledge of sanitary requirements and proper care for glassware, tableware, silverware, and dining areas; ability to coordinate the delivery and service of food; ability to get along well with elderly people; ability to understand and follow oral and written instructions; ability to keep records and prepare reports.

MINIMUM QUALIFICATIONS: One (1) year of experience in serving food on a large-scale basis and maintaining related utensils and serving equipment.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 03/20/87
Revised: 11/22/96