

Congregate Meal Program Coordinator

Position Description

1. IDENTIFYING INFORMATION

Organization:	Working Title: Congregate Meal Coordinator
Area:	Incumbent's Name:
Accountability: (Employer)	

2. GENERAL POSITION SUMMARY

<p>Summarize the overall purpose of the position. (This should be one or 2-sentence capsules of the positions primary purpose or reason for existing.)</p> <p>The overall purpose of this position is to provide nutritious meals and social support to seniors and persons with disabilities in a congregate dining setting, which assists them in maintaining their independence and remaining in their community.</p>
--

3. POSITION DUTIES AND RESPONSIBILITIES

<p>List in order of importance the major responsibilities of the position. (For each responsibility describe what is done, why it is done and how it is done. Attach an additional sheet if required.)</p>
<p>Meal Service</p> <ul style="list-style-type: none">• Plan daily menu following the Canada's Food Guide.• Prepare grocery list and do shopping.• Initiate and supervise the preparation of the food.• Assure a pleasant meal atmosphere.• Adhere to the Sanitation Code for Canada's Foodservice Industry.• Ensure that facilities and equipment are cleaned regularly.• Adhere to the health and safety regulations of the Community Resource Council and Province of Manitoba.• Ensure all perishable food items are dated.• Complete weekly checks of freezer and storage room to ensure rotation of food stock.• Assist with meal delivery where appropriate. <p>Volunteers</p> <ul style="list-style-type: none">• Schedule and notify volunteers.• Encourage meal participants and community volunteers to assist with the meal program, including meal planning, shopping, meal preparation, serving, clean up and book keeping.• Keep attendance records of participants and volunteers. <p>Financial</p> <ul style="list-style-type: none">• Collect money for meals.• Assist in periodic pricing of meals to ensure quality and variety of meals are being provided in a cost-effective way.• Keep a record of all purchases and other expenses (equipment, postage etc.).

Personnel

- Maintain a neat and clean personal appearance.
- Maintain communication and good working relationship with participants, volunteers, Community Resource Coordinator and Community Resource Council.
- Maintain client confidentiality.
- Record (monthly/quarterly/annual) statistics and submit to Board and the Regional Health Authority.
- Report any concerns or repairs in writing to the Community Resource Coordinator or Community Resource Council for consideration. If not resolved, issues should be forwarded to the Board of Directors.
- Follow Congregate Meal Program guidelines and adopt any policies that fit the needs of your local and specific areas.
- Meal Coordinator hours of work are 5 hours per day.
- Attend committee or Board meetings upon request.
- Keep record of working hours, sick time etc. and forward to the Community Resource Coordinator or Community Resource Council.

The Congregate Meal Coordinator may coordinate volunteers to assist with any one of the above responsibilities.

Such other duties as may be determined by the Board in keeping with its objectives.

4. QUALIFICATIONS AND ABILITIES

- Experience in food preparation for large groups (restaurant, service clubs).
- Basic knowledge of Canada’s Food Guide.
- Ability to coordinate and schedule volunteers.
- Willingness to learn about special cooking, dietary needs or food preparation for seniors.
- Must be willing to take a Food Handling Certificate.

5. OTHER COMMENTS

- Attend staff training and development when appropriate

6. SUPERVISORY RESPONSIBILITY

- Meal Coordinator oversees volunteers to ensure meal program standards are being met.

Employee’s Signature

Date

Employer’s Signature

Date