



Job Code: 1451
Reports To: ADRC Director
EEO Code: 5.Administrative Support

Pay Grade: A12
FLSA Status: Non-Exempt
Last Revision: 4/01/19

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of this position is to ensure meals are delivered and served to seniors at congregate dining centers and for the home delivered meal recipients.

Essential Duties and Responsibilities

- Ensures daily activities, speakers and discussions are coordinated.
- Serves meals and ensures home delivered meals are delivered.
- Prepares and updates meal participant lists for reservations and cancellations.
- Follows food safety and sanitation procedures including washing, calibrating thermometers and recording temperatures of food and refrigerators.
- Maintains daily cleanliness and sanitation of work area.
- Organizes and encourages social opportunities for clients.
- Assist in recruiting, training and overseeing volunteers who directly help this position, including coordinating the volunteers schedule.
- Completes and maintains all reports required by the nutrition program.
- Follow all data collection guidelines to ensure proper collection of required information for funding sources and agency guidelines when signing up participants and completing reports.
- Considers attendance habits and other factors in determining the number of meals to ensure the greatest quality and least waste.
- Conduct home delivered meal assessments, referring clients needing services to ADRC I&A workers.

Additional Duties and Responsibilities

- Orders supplies as needed.
- Cash handling.
- And other duties as assigned.

Knowledge, Skills and Abilities

- Explain, demonstrate, and clarify to others established policies, procedures, and standards
- Verbally and in writing with the elderly, disabled, volunteers, Post Office, community health agencies, department personnel, and the general public
- Ability to understand profit and loss statements
- Adding, subtracting, multiplying, dividing, and calculating percentages, fractions, and decimals
- Computer skills such as word processing and spreadsheets
- Organizational and good customer service skills
- Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information
- Assemble, copy, record, and transcribe data and/or information
- Analyze data and information using established criteria to define consequences and consider and select alternatives
- Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations
- Use fine and gross motor skills to perform tasks such as operating a keyboard, photocopier, telephone, calculator, and computer printer
- Exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling

Environment

- Safe and comfortable in respects to violence, noise, and disease.

Required Working Hours

Standard working hours are Monday through Friday, 8:00 am until 4:30 pm. Please note these hours are subject to change and additional hours may be needed or required. Compensation for additional hours beyond normal working hours are subject to applicable state and federal regulations.

Education and Experience Requirements

Required: High School diploma or equivalent

Licenses/Certifications: Valid Wisconsin Motor Vehicle License

Preferred: Experience with the elderly or disabled population

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

_____ Incumbent's Signature	_____ Date
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APPROVALS:

_____ Supervisor	_____ Date
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_____ Department Head	_____ Date
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_____ Human Resources Representative	_____ Date
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Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.