



Job Description

LifeTime Resources Mission Statement:

Working together to provide services that help people maintain their independence

LifeTime Resources Core Values:

Compassion

Cooperation

Commitment

Job Title:

Senior Nutrition Activity Center (SNAC)
Coordinator

Supervisor:

Community Wellness Manager

Division:

Nutrition

FLSA Status:

Non-Exempt

Position Overview:

Responsible for congregate meals and SNAC activities in accordance with *LifeTime Resources* policies and procedures, Board of Health regulations and state and federal guidelines.

Essential Functions:**Marketing/Outreach**

- Promotes *LifeTime* and works with community businesses, churches and organizations, educating them about the SNAC.
- Follows up with potential and new participants to encourage attendance at the SNAC.

Customer Service

- Interacts with participants and keeps participant information confidential. Ensures new participants feel welcome, there is no gossip and the SNAC has a positive atmosphere.
- Works well with individuals who provide activities/programs. Maintains good working relationship with facility/company where meals are prepared and ordered.
- Submits incident/concerns report within 24 hours to report issues and/or clients who may be in need of additional services that *LifeTime Resources* has to offer.
- Guides participants in making contact with *LifeTime Resources* if additional services are needed.

SNAC Management

- Places priority on quality of food that is being served, following health regulations for safe handling of food. SNAC Coordinator wears gloves and a hairnet when serving food.
- Checks and records food temperatures daily.
- Serves required portions of food as outlined in SNAC Coordinator manual.
- Drives personal vehicle to pick up meals.
- If meals are not prepared locally, SNAC Coordinator orders, stocks and heats appropriate number of meals.
- Places priority on quality of activities, programs and special events. Places priority on organization, effectiveness and efficiency.
- Recruits and trains volunteers to perform daily tasks at SNAC. Volunteer is trained to serve as backup in absence of SNAC Coordinator. SNAC Coordinator makes arrangements for volunteer to operate site when SNAC Coordinator is unavailable.
- Oversees and/or cleans kitchen, SNAC area, office and restrooms (depending on SNAC facility) and includes washing and drying of towels, dishrags, and rags used at the SNAC.

Dependability/Consistency

- Works as part of the *LifeTime* team.
- Thoroughly, completes all paperwork within established timeframes.
- Attends required meetings and trainings.
- Maintains position manual and forms.
- Adheres to agency policies and procedures.
- Understands, supports, and models the agency's Mission-based Values.
- Engages in other related activities or special projects as required or assigned.
- Works to achieve established productivity standards in the areas of:
 - Attendance
 - Meals ordered vs. meals served
 - Donations per meal

The essential functions identified here are a representation of those duties required of this position and in no way are intended to be a complete list.

Performance Requirements:

Knowledge, Skills, Abilities, & Mental Demand: Written and verbal communication skills; listening skills; interpersonal skills; customer service skills; reasoning and problem-solving skills; ability to work with minimum supervision; ability to work closely with others on a daily basis; time management skills; clerical skills; program planning and development skills.

Physical Effort: Medium Work; Requires some physical exertion of 20-50 pounds; bending, crouching, kneeling, twisting, pushing, pulling, reaching and lifting.

Working Conditions: Possible exposure to bodily fluids, daily customer contact, Senior Nutrition Activity Center and kitchen environment, occasional travel.

Education, Experience and Training: Valid driver's license required. High school diploma or equivalent preferred. Requires little or no previous training or less than 1 year related experience. Successful completion of First Aid training required, but may be completed after hire date.

I have read and understand the responsibilities and requirements of my job description.

Employee Signature	Date