

Nutrition Site Manager



DuPage Senior Citizens Council

Providing Meals and More...

1990 Springer Drive
Lombard, IL 60148
p 630.620.0804 f 630.620.1158
dupageseniorcouncil.org

Position: Nutrition Site Manager C-1 or C-2

Position Type: Part – Time

Supervisor: Nutrition Director

Position Scope: Seeking a part time individual interested in a position providing vital services to our ever growing aging population in both DuPage and Kane County. An ideal candidate would be self-motivated, highly organized, and have customer service skills. Another major requirement is having experience with an aging population. Candidates that have worked with in food handling service is a plus.

Responsibilities/Tasks:

- Maintains accurate records for nutrition participants, meals served, volunteers, and volunteer hours as outlined by DSCC.
- Assures that all food service sanitation standards are practiced at the site by staff and volunteers as outlined by the DSCC.
- Enforce volunteer and staff polices.
- Tracks the daily meal requests and cancellations for home delivered meal clients and community diners.
- Reports data to the DSCC central office.
- Operates the DSCC scanning device to maintain daily meal counts & volunteer hours.
- Maintains and submits updated information for DSCC route sheets (master copy & daily route sheets utilized by volunteers' drivers).
- Attends all nutrition staff meetings, in-services and special events, including weekend events.
- Implements DSCC Health & Wellness program activities at the site as directed.
- Refers potential new volunteers to the Volunteer Recruiter at DSCC central office.
- Maintains site-specific volunteer schedule, maintains & submits updates to the volunteer roster.
- Performs other duties as assigned.

Qualifications/Skills Desired:

- Must pass the State of Illinois Food Service Sanitation course and maintain the certification.
- Position requires a vehicle with valid license plates, insurance and driver's license.
- Able to lift 50lbs
- Must be able to read a map, along with being able to write and follow driving directions.
- Position requires travel to DuPage & Kane County.
- Basic knowledge of a computer & information technology is a must for this position.

To Apply: Email a PDF résumé to Resumes@dupageseniorcouncil.org

Hiring Policy: The DuPage Senior Citizens Council considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, or any other legally protected status.

The DuPage Senior Citizens Council/Kane Senior Council is a 501 (c)(3) not-for-profit agency that advocates for, delivers, monitors, and coordinates with community partners a variety of services that promote the independence, wellbeing, and security of seniors in DuPage and Kane County.
