

# MONTCALM COUNTY

## COMMISSION ON AGING CONGREGATE SITE HOSTESS

**Part-Time**

**\$9.99 - \$12.25 per Hour**

### **General Summary:**

Under the direction of the Nutrition Program Coordinator, individual will enhance the daily dining experience of local seniors by serving a nutritious lunch; document incoming and served temperature of food to ensure food safety principles; manage congregate meal site to provide a safe and welcoming environment for seniors to visit and dine in; employ event planning techniques to engage current senior population and attract new seniors to the site.

### **Essential Functions**

1. To demonstrate ability to direct volunteers and kitchen staff for the betterment of the seniors' dining experience.
2. Adhere to regular cleaning schedules of kitchen and equipment, ensuring best practices for sanitation and safety policies, set forth by local health department for the facility and daily operations.
3. Responsible for attendance/reservation paperwork and corresponding supply and food orders.
4. Participate and attends any required in-service training and education programs as scheduled.
5. To implement yearly fire and tornado drills to ensure a safe and efficient evacuation of your site.
6. To provide regular social contact for seniors and to develop activities calendar to ensure a well rounded set of activities.
7. Ensures appropriate table settings, lighting as well as cleanliness of dining room and kitchen.
8. To adhere to the Commission on Aging policies and to conduct yourself in a professional manner. This includes teamwork, observing a helpful and courteous attitude and to observe a constant awareness that you are a reflection of the Commission on Aging.
9. To accept financial donations for meals to ensure proper record of daily receipts.
10. To assist Program Coordinator with special cooking events and to play an important role in attracting new seniors to the congregate site.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** High school graduation or equivalent.  
Valid Serv Safe Certification or Food Manager (FSP Certification) through the Health Department or ability to obtain certification within 30 days of hire.

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**Experience:** Some experience in working with senior citizens, program development, and kitchen experience preferred. Candidate will possess a solid understanding of food borne illness prevention and HAACP Systems. Acceptable knowledge of senior groups, event planning, supervisory experience, ability to communicate effectively to plan senior specific events within the community.

**Other Requirements:**

1. Possession of a valid Michigan Driver's License or otherwise able to occasionally deliver food to other congregate sites in Montcalm County.
2. Demonstrate excellent interpersonal and communication skills with concentration on interacting with older adults.
3. Positive attitude, enthusiasm and energy.
4. Ability to organize and manage multiple priorities.
5. Protect and respect the confidentiality of the seniors you serve.

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*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with job related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

1. Ability to lift up to fifty pounds.

**Working Conditions:** Works in a food service type facility.

Applications are available (on line at [www.montcalm.org](http://www.montcalm.org) or outside the Controller's Office) and are due in the Montcalm County Controller's Office, 211 W. Main Street, PO Box 368 Stanton, MI 48888. Applications will be accepted until 4:00 p.m. on Wednesday, September 13, 2017. EOE