

## **SENIOR CITIZEN SITE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising the daily operation of a center for senior citizens. The primary emphasis of this position is to provide a caring environment for older persons, and the support needed to motivate them. The Site Supervisor establishes the atmosphere of the center, and it is important that the participants feel welcome. The incumbent oversees the distribution of food at the site, orders supplies, takes reservations for meals, and plans leisure activities, health and educational activities for the participants at the site. Work is performed under the general supervision of a higher level administrator with leeway allowed for the exercise of independent judgement. The Site Supervisor directs the work of volunteers, custodians and other staff assigned to the site. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Sets a pleasant tone at the meal site by being friendly, warm and encouraging to all participants;

Oversees the distribution of food, making sure that participants with special diets receive their designated meals;

Observes the quality of the food and participants' response to the food with follow-up reports to the office for Aging that will help correct any deficiencies and improve programs;

Keeps accurate records, and reports to the Nutrition Services Coordinator, the number of meals served, daily accounting of contribution money received and employees' and volunteers' hours worked;

Schedules and conducts a variety of social, educational and leisure activities for participants at the site;

Promotes and maintains good relationships and communication among site personnel, contractual workers, participants, site owners and the community;

Handles emergency situations using independent judgment and a high degree of sensitivity for aged participants;

Receives reservations from the elderly for daily meals;

Checks the temperature of the food before it is served to make sure it conforms to regulations;

Directs site personnel including cleaning persons and volunteers in their performance of duties;

Refers participants to other community resources as necessary and strives to make community aware of the nutrition program and other services available to the elderly.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the needs and problems of the elderly;

Ability to take directions;

Ability to gain cooperation of other staff members and volunteers;

Ability to express oneself clearly both orally and in writing;  
Ability to lift food containers;  
Ability to initiate and maintain interpersonal relationships;  
Initiative;  
Resourcefulness;  
Tact;  
Sensitivity;  
Good judgment;  
Patience;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** NONE