



Brunswick Senior Resources, Inc.
Making a Difference

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Senior Services Associate Job Description

Job Purpose:

The Senior Services Associate oversees and coordinates the execution of all aspects of the BSRI nutrition program and relative reports in the senior center or senior site, in compliance with NC DAAS Nutrition Service Standards, Federal Food Safety Codes, Local Environmental Health regulations, Senior Center Operating Guidelines and, BSRI Nutrition Policies and Procedures.

MAJOR RESPONSIBILITIES

- Coordinating and Maintaining Home Delivered Meals/Meals-On-Wheels and the Congregate Lunch Program per the NC DAAS Nutrition Service Standards, Federal Food Safety Codes, Local Environmental Health regulations, Senior Center Operating Guidelines and, BSRI Nutrition Policies and Procedures, including:
- Client referral and intake; Reassessments/updates
- Ordering, receiving, packing, and coordinating delivery of meals; serving Congregate Lunch
- Planning efficient delivery routes;
- Assist with recruiting, training, scheduling, and maintaining volunteer base for MOW
- Completing required daily reports and data entry; update and maintain required documentation
- Monitoring and promoting Volunteer Consumer Contributions to the program
- Assist in the coordination of local transportation, as needed through available contracted services for Congregate Participants
- Planning and implementing daily educational programs and activities to enhance the lives of the participants;
- Oversee the Boost Program following BSRI procedures, including managing the sales of Boost Products to consumers meeting criteria per the price list provided; maintaining sales receipts and revenues collected from the sales of Boost to submit to the Administrative Office; and monitoring inventory for reorder

Other Responsibilities

- Supervise and train small staff as required for Nutrition Program operations, proper food safety and hygiene practices, procedures for meal delivery, etc., such as Volunteers, Assistants and Food Transporter;
- Maintain client confidentiality;
- Maintain a good rapport with the food caterer for quality assurance, daily food order, and menu suggestions.
- Assists the senior center staff in the planning, promoting, and implementation of additional social, Educational and outreach activities.
- Attend required 15 hours of training for full-time staff. Must be have own available transportation.
- Other such duties as assigned by the Senior Center Director and the VP of Programs and Services.

Skills

- High School Diploma or equivalent required. Some college preferred.
- Combination of food and nutrition service knowledge, NSF, food safety and sanitation guidelines education/certifications preferred.
- Work independently with minimal supervision
- Possess customer service and communication skills with the ability to multi-task.
- Computer literacy necessary.
- Repetitive motion endurance required for sanitizing duties.
- Ability to lift 30-40 lbs pertaining to handling nutrition or program items.

Applicants must possess a valid NC driver's license with safe driving record and furnish own transportation and have minimum liability insurance coverage. Must have a clean criminal history and be able to pass drug screening.