



HORTONVILLE MEALSITE MANAGER

WAGE: \$15.61/Hr. Part-Time Approximately 14 hours/week.

HOURS: Monday-Friday 10:30 AM-12:30/1:00 PM No Holidays.

DUTIES: Supervise Outagamie County Nutrition Program Congregate and Home Delivered meal service to persons 60 years and older in the Seymour area from the Congregate meal site located in the Hortonville Opera House (312 W. Main Street) lower level. Oversee volunteers to assist with meal service. Supervise and coordinate Home Delivered meal service. Accept Home Delivered meal referrals and perform in-home assessments. Compile and maintain accurate record keeping. Deposit weekly meal donations. Attend monthly Staff Meetings in Appleton (2nd Tuesday 1:30 - 3:30 P.M.). Mileage reimbursed to attend meetings, trainings and perform in-home assessments at IRS rate.

QUALIFICATIONS: High school diploma or GED with prior supervisory and/or food service experience; passion and experience working with older persons; ability to communicate effectively with others; and be sensitive to the needs of older persons. Must be able to lift up to 20 pounds; maintain accurate and timely records; work independently and be dependable. Ability to operate and have personal possession of a cell phone, computer and Wi-Fi internet access. Ability to communicate online, meet county employee online training requirements and enter work hours in county web-based payroll system. Serving Safe Food certification and renewal is a minimum requirement.

APPLICATION: www.outagamie.org ► JOBS ► Mealsite Manager