

# SENIORS FIRST, INC. JOB POSTING

## Neighborhood Lunch Site Specialist/Floater

**Job Summary:** The position is responsible for the daily operation of the Neighborhood Lunch Site. Responsible for the coordination and supervision of volunteers and programs offered at the lunch site. High School diploma or equivalent desirable. Must possess basic computer skills, such as e-mailing and data entry. Ability to utilize software for telecommuting and telework, as required to fulfill organizational needs. Sufficient mobility and strength to ambulate and move throughout facilities. Requires the ability to independently access any type of office or private residence. Able to sit for long periods of time, requires frequent walking, standing, stooping, lifting up to approximately 15 pounds, and occasional lifting of up to approximately 35 pounds. Other limited physical activities are required.

### Essential Functions

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- Treats clients, staff and others with dignity and respect.
- Contacts participants, interviews potential participants, completes essential client paperwork, and calls absent participants.
- Reports all client incidents in writing to the Director of Neighborhood Lunch Program on the day of the incident; written incident reports are due to office within 24 hours of incident.
- Assists in the development of good site helper/staff relationships and identifies and trains a site helper to act as back-up site specialist upon approved absences.
- Arranges transportation for new clients with administrative offices, if available.
- Coordinates and makes referrals with Program Information Specialist.
- Monitors the meal temperature on delivery and prior to serving, records the temperature and supervises the serving of the meals.
- Trains and supervises all site helpers.
- Coordinates socialization activities (i.e. Bingo, crafts, outings, etc.).
- Collects daily donations, makes weekly bank deposits, and submits the proper paperwork to administration offices.
- Coordinates program speakers, activities and volunteer groups.
- Coordinates transportation services and shopping assistance with transportation driver, if available.
- Completes client information changes and submit to administrative office for data input.
- Develops and maintains professional relationship with building partners; assures building personnel are aware of needs and incidents; reports any issues to Director of Neighborhood Lunch Program.
- Maintains a safe and clean site. This includes but is not limited to clearing food spills, both from on the tables and from the floor, ensuring that the site is free from any potential safety hazards, especially tripping hazards.
- Maintains and follows all recommended sanitation policies, of high traffic areas, including tables, chairs, place settings, equipment, and other applicable areas. Maintains PPE in good operational order, and alerts NLP Assistant of inventory needs.
- Maintains accurate meal roster, notifying office when clients are no longer attending.
- Completes meal roster and meal order daily on the computer. Notifies office with food temperatures and arrival time of food, verifies meal order for 2 days in advance on the computer with the Neighborhood Lunch Assistant.
- Completes and submits all required paperwork, such as monthly 701C report, termination notices, progress notes, and any other forms required to maintain site compliance, to administrative offices as assigned.
- Ensures all documents are completed in full, and accurate.
- Implements agency safety policies and procedures. Attends all staff meetings and agency required training.
- Maintains accurate client emergency information. Calls clients in the event of site closure.
- During extended periods of closure, provides clients with telephone reassurance calls to monitor for isolation and potential anxiety created by extenuating circumstances. Updates NLP Assistant of any immediate concerns, keeps a log of all calls, and turns call log into office at minimum on a monthly basis.
- Maintains HIPAA compliance according to agency policies and procedures.
- Assures a guest only has a lunch 3 times before becoming a client. Paperwork must be in the office after second meal.
- Greets and introduces participants; make announcements. Notifies all clients of program closures, in a timely manner.
- Creates an attractive as well as functional environment for the clients. Assures coffee table is prepared for the clients' daily arrival at site. Maintains notice board, and changes notices as required to remain in compliance with DOEA standards.
- Orders supplies weekly as needed. Notifies Director of site needs not provided by food contractor.

### Other Related Knowledge/Skills/Abilities

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- Must possess the ability to give direction and delegate responsibility. Must have the ability to learn new computer programs.
- Organized; Detailed; Ability to multi-task. Customer service oriented. Able to work in stressful situations and can react in a calming manner. Ability to determine emergency situations - abuse/neglect, food, and shelter.
- Understanding of the elderly and/or disabled individuals.

This is a part-time position working Monday – Friday mornings 20 hours per week.

**All applicants must be able to demonstrate ability to pass a pre-employment drug test, driving record check and a Level 2 background screening.**

**Position Opens: March 7, 2023**

**Position Closes: May 7, 2023**

All interested applicants should apply at: [hr@seniorsfirstinc.org](mailto:hr@seniorsfirstinc.org) or Indeed.com. Internal applicants see HR.

**Seniors First is a... Drug Free Workplace, EOE-F/M/Disabled/Vet/AA/E-Verify**

Qualified individuals with a disability have the right to request a reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or [hrlevel2@seniorsfirstinc.org](mailto:hrlevel2@seniorsfirstinc.org), informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.