



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

Posted: June 2, 2017
Internal Recruitment
Open Until Filled

POSITION: ASSISTANT SITE MANAGER
(BILINGUAL ENGLISH/SPANISH PREFERRED)

PROGRAM: MEALS ON WHEELS FOR SANTA CRUZ COUNTY
A PROGRAM OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under general supervision of the Site Manager, assists in the coordination of meal services and related activities for seniors at the Loudon Nelson Dining Center; implements the established strategy of encouraging participation by those seniors not currently benefiting by the program's services; targets seniors who are of ethnic minority, low income, frail and/or geographically isolated.

DUTIES & RESPONSIBILITIES:

1. Assists in overseeing congregate meal service and other activities provided to seniors at a central community facility; exercises considerable discretion and independence of action in directing such activities, taking into consideration program participant needs and desires.
2. Implements dining program by performing such duties as:
 - Ordering appropriate number of meals for expected participants.
 - Ensuring that the site is set up and the meals are properly served, including training and supervision of volunteers to ensure portion control, sanitation and hygiene.
 - Directing the collection of donations and counting of such funds.
 - Ensuring that the site is returned to a clean and orderly condition after meal service.
3. Develops insofar as possible, a positive rapport with each program participant; notes visible changes in physical or emotional health or nonattendance at activities and follows up as appropriate.
4. Educates program participants in program policies and procedures.
5. Oversees, trains, motivates, and directs the work of volunteers assisting with program.
6. Coordinates and informs program participants of other senior support services available in the community.

7. Maintains accurate financial and participation records; compiles statistics, and submits periodic reports in a timely manner.
8. Attends agency sponsored meetings and training sessions.
9. Provides participants with information about transportation to site, screens them for participation, and communicates with Van Driver about current ridership.
10. Directs special events, such as parties, holiday activities, musical or educational programs.
11. Develops and maintains effective working relationships with other agency staff members, volunteers, members of community and human service organizations and the public.
12. Communicates effectively and respectfully with people from different racial, ethnic, cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM QUALIFICATIONS:

Knowledge:

- of principles and practices of management;
- of techniques in successfully dealing with and motivating seniors;
- of record keeping and fiscal reporting practices; and
- of community resources available for seniors.

Skill:

- in organizing and directing the dining service and other activities for seniors;
- in independently attending to administrative needs ;
- in developing attendance calendars ;
- in obtaining necessary materials, supplies, and equipment;
- in planning, training, motivating and directing the work of volunteers;
- in developing positive rapport with program participants and community;
- in maintaining accurate records and preparing periodic reports;
- in tailoring activities and outreach efforts, fundraising action to the needs of the local community served;
- in developing and maintaining effective working relationships with other agency staff members, volunteers, and community and human service organizations; and
- in dealing tactfully, cooperatively, and effectively with agency staff members, community organizations, and the public, including people from different backgrounds and lifestyles.

OTHER REQUIREMENTS:

- Must pass a criminal background check and maintain a clean record.

UNION:

The MOW Assistant Site Manager position is represented by the SEIU bargaining unit.

RATE OF PAY & HOURS:

- This is a regular, non-exempt, 12.5 hr/wk position.
- The entry rate of pay is \$13.39/hr (plus a \$.40 per hour bilingual differential upon passing a test administered by the HR department).
- Hours are most commonly Monday-Friday, between 9AM-5PM, however, occasional weekend and evening work may be required.

BENEFITS:

- First year: 12 vacation days and 13 holidays, with accrual based on 12.5 hr/wk.
- Sick leave: 1 day/month, with accrual based on 12.5 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Dependent Care Reimbursement Program.
- Paid lunch if applicable.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person. If you have any questions, please call 831-688-8840, Ext. 200.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.