

**CITY OF NORTH OLMSTED
PART-TIME TITLE III-C PROGRAM MANAGER
SENIOR CENTER**

The City of North Olmsted Senior Center is seeking a Part-Time Title III-C Program Manager. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references and a completed City application on the City's website under Human Resources Department. Applications will be accepted until this position is filled.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
e-mail: vanschoork@north-olmsted.com
EOE**

JOB DESCRIPTION

GENERAL DESCRIPTION:

Under general direction of Senior Center Administrator or Director of Planning and Community Development, oversees the North Olmsted Senior Center's congregate meal program in compliance with the Western Reserve Area Agency on Aging regulations; etc.

QUALIFICATIONS: An example of acceptable qualifications:

High school or GED equivalent supplemented by course work in gerontology and experience working with seniors preferred; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid State of Ohio Driver's License and the ability to maintain insurability under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, kitchen equipment, printer, copy machine, fax machine, other standard business office equipment; motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works with and around chemicals found in an office and kitchen environment (bleach, sanitizer, toner, correction fluid, etc.); the employee may occasionally experience hostility from the general public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES**

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Complies with all other standards of Western Reserve Area Agency on Aging (WRAAA). Responds to all WRAAA correspondences, sends monthly and quarterly reports to WRAAA, completes request for proposals and contracts for WRAAA. Mandatory fingerprinting every 5 years. Attend all scheduled Nutritional Education meetings.
2. Assists seniors with preparation of documents regarding required Western Reserve Area on Aging Hot Lunch registration forms and documents.
3. Ensures that food safety standards and sanitation guidelines are followed in kitchen and dining room areas; etc.
4. Prepares dining room for meal service; monitors volunteers working in the kitchen and dining areas; etc.
5. Performs routine and moderately complex clerical tasks in order to assist with the efficient operation of Senior Center (e.g. types correspondence and other documents; files records; processes receipts; accurately maintains records; etc.); etc.
6. Responds to telephone calls and visitors; responds to inquiries or complaints; directs non-routine matters to appropriate authority for disposition; etc.
7. Must be able to attend Cuyahoga County Board of Health training as required by WRAAA.
8. Maintains required licensures and certification.
9. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
10. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: City, department, and division goals and objectives;* City, department, and division policies and procedures;* community resources and services; marketing; food service; food safety; basic supervision principles; inventory management.

Skill in: kitchen equipment operation; computer operation; use of modern office equipment; motor vehicle operation.

Ability to: carry out detailed but basic written or oral instructions; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; apply management principles to solve problems; exercise independent judgment and discretion; compile and prepare reports; determine material and equipment needs; train or instruct others; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; understand a variety of written and/or verbal communications; cooperate with coworkers on group projects; develop and maintain effective working relationships; handle sensitive inquiries from and contacts with officials and general public; resolve complaints; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

Part-Time Title III-C Nutrition Aide

Starting Salary Range

\$11.28 per hour - \$15.53 per hour