



CAREER OPPORTUNITY PROFILE

TITLE: Meal Site Manager
CLASS: Meal Site Manager

Job # 201902
Opens: 01/08/19
Open until filled

Community Services Meals on Wheels Mill City
Part-time (12 hrs/wk)

ABOUT OREGON CASCADES WEST COUNCIL OF GOVERNMENTS (OCWCOG)

OCWCOG manages a variety of local, State, and Federal programs to serve residents, local governments, and businesses in our tri-County Region. OCWCOG is recognized by the State of Oregon as an Area Commission on Transportation (ACT) and a Type B Medicaid Transfer Agency. Additionally, the association is recognized by the Federal Government as an Area Agency on Aging (AAA), an Economic Development District (EDD), a U.S. Small Business Administration (SBA) Revolving Loan Fund Coordinator, a U.S. Department of Agriculture Revolving Loan Agency, and staffs the two Metropolitan Planning Organizations (MPOs) in the Region. These designations increase OCWCOG's ability to serve our communities' needs.

As an Oregon intergovernmental entity, in addition to the programs and services that OCWCOG is required by State or Federal contract to provide, OCWCOG helps businesses find appropriate capital; facilitates seniors and persons with disabilities plan for independent living; coordinates local road improvement priorities; and assists with administration and technical support for its member governments.

Each program works towards OCWCOG's mission of helping the Region's communities collaborate to solve problems and connect member governments, businesses, and individuals with a wide array of resources.

ABOUT THE AREA

Oregon Cascades West Council of Governments (OCWCOG) member agencies are located in the Willamette Valley and the Central Oregon Coast. The rugged Oregon seacoast, the high mountain passes of the Oregon Cascades, lush greenery, and the agricultural abundance of the Valley are an attractive addition to an education, employment, and cultural hub.

Only a one-hour drive to Portland and 40 minutes to Eugene – the region's major airports and gateways; and, a twenty-minute drive to Salem, Oregon's State Capitol, where many of OCWCOG's funding agencies and partners are found. The Southern Willamette Valley is best known for its agriculture and its innovation, which include a flourishing wine industry, innovation accelerators, a growing start-up culture, high-tech industry and access to tens of thousands of students, professionals, and entrepreneurs affiliated with Oregon State University, Samaritan Health Systems, Linn-Benton Community College, Hewlett-Packard, the U.S. Department of Energy, and hundreds of other businesses, non-profits, agencies, and community partners.

The Oregon Coast is proof of the Northwest's amazing diversity and its 350-mile coastline is anything but mundane. The Cities of Newport and Toledo anchor OCWCOG's presence in Lincoln County and provide access to multiple working ports, harbors, and bays, and a historic logging and fishing culture. Oceanic and atmospheric research are conducted by the National Oceanographic and Atmospheric Agency and Oregon State University among others – spinning off innovation and industry in fisheries, energy, resource management, and tourism.

ABOUT MEALS ON WHEELS

Our meal sites serve hot, nutritious, midday meals, and offer companionship to seniors who are at least 60 years of age and their spouses, and to Native Americans who are at least 55 years of age. These meals are served in locations throughout Linn, Benton, and Lincoln

GENERAL INFORMATION

This announcement will remain open until filled; however, the application screening process is expected to begin on or about January 22, 2019 Therefore, at the agency's discretion, materials received after January 22, 2019 may not receive consideration.

This position is represented by the Service Employees International Union (SEIU) Union. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment.

JOB DESCRIPTION

Title: **Mill City Meal Site Manager**
Position Classification: Meal Site Manager
Department: Meals on Wheels Program
Reports to: Meals on Wheels Supervisor

SUMMARY OF POSITION

Manages the day-to-day operation of a meal site serving two days per week for Dining Room and Meals on Wheels. Coordinates all meal related activities including volunteer recruitments and training, community relations, record keeping and fund-raising.

ESSENTIAL JOB DUTIES

Performs position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Recruits for responsible site volunteers. Trains, delegates and supervises volunteers to perform, efficiently and effectively, a variety of duties.
- Directs the receiving, holding and serving of all foods following proper health and sanitation procedures, and Meals on Wheels policies as outlined in the Meals on Wheels Policies and Procedures Manual.
- Arranges and directs the process for meal delivery for homebound persons, including planning delivery routes, recruiting and training volunteer drivers and kitchen help.
- Monitors quality, appearance, and menu adherence of food.
- Responsible for creating a welcoming atmosphere in the dining room, including decorating, hosting/greeting, party planning, etc.
- Conducts criminal history background checks on volunteers pursuant to State statutes.
- Plans and coordinates support service activities with advice and assistance from participants and the Meals on Wheels Supervisor.
- Oversees and monitors collection and deposit of contributions.
- Maintains meal site records and prepares meal site reports on computer.
- Plans, develops and monitors fund-raising activities.

OTHER JOB DUTIES

- Participates in staff meetings and other training events.
- Performs other related duties as assigned.

WORKING ENVIRONMENT

Work is performed in a busy dining room and kitchen setting. Work requires the ability to stand for long periods of time along with lifting and carrying large hotel pans of hot food. Occasional travel is required in order to attend meetings, deliver meals, or to pick up supplies.

MENTAL & PHYSICAL JOB SKILLS

N = Never (0%)

O = Occasionally (21 to 50%)

C = Continuously (81 to 100%)

R = Rarely (1 to 20%)

F = Frequently (51 to 80%)

Mental

- | | | |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills | | |
| (C) Basic Math (add, subtract, multiply, divide) | | |
| (R) Advanced Math (analysis, statistics, significant data or number manipulation) | | |
| (C) Written English Communication | | |
| (C) Coordination of Multiple Tasks | (C) Initiative | (C) Detail/Accuracy |
| (C) Reasoning/Judgment/Decision Making | (C) Creativity | (F) Brainstorming/Concept |
| (R) Research | (C) English Comprehension | (C) Memory |
| (C) Organization/Planning | (C) Adapting to Constant Change | (C) Teamwork |
| (C) Timeliness | (C) Presentation/Teaching | (C) Selling |
| (F) Negotiation | (C) Client/Service Skills | (C) Persuasion |
| (F) Mentoring | (C) Management of Stress | |

Physical

- | | | | |
|---------------------------------------|----------------------|---------------------------------------|-----------------------------|
| (C) Standing | (O) Sitting | (C) Walking | (F) Stooping |
| (O) Kneeling | (R) Crawling | (R) Climbing | (C) Talking |
| (C) Hearing | (F) Reaching | (C) Handling | (C) Eye/hand coordination |
| (C) Tasting/smelling | (C) Vision (1-10 ft) | (C) Vision (10-20 ft) | (C) Long range vision (20+) |
| (F) Repetitive Motion (hands/wrists) | | (O) Repetitive Motion (feet) | |
| (R) Pushing <u>100 lbs/day</u> | | (F) Pulling <u>40 lbs/day</u> | (C) Acute Color |
| (F) Lifting <u>45 lbs/day</u> | | (F) Carrying <u>45 lbs/day</u> | |

SUPERVISION RECEIVED

Receives direct supervision from the Meals on Wheels Supervisor through written procedures, staff meetings and consultation.

SUPERVISORY RESPONSIBILITIES: While direct supervision of staff is not a responsibility of this position, the incumbent is responsible for recruiting, hiring, training and supervising the work activities of non-paid volunteers.

MINIMUM QUALIFICATIONS

Experience & Training

Graduation from high school or equivalent and minimum two years experience in a volunteer or paid supervisory position, plus experience in working with older adults; OR, a satisfactory combination of equivalent education, training and experience which demonstrates knowledge, skills and abilities to perform the duties of the job.

Knowledge, Skills and Abilities

- Knowledge of the community in which the dining center is located;
- Knowledge of spelling and business grammar;

- Knowledge of and ability to operate, a personal computer;
- Knowledge of basic clerical and telephone skills;
- Ability to understand the differing needs of the elderly and to relate to older adults with respect, patience and a sense of humor.
- Ability to work independently, diplomatically, and handle multiple projects and a high volume of work;
- Ability to recruit, train, and supervise volunteers;
- Ability to exercise good time management skills in order to accomplish both daily tasks and on-going projects;
- Ability to get along well with others demonstrated by excellent interpersonal skills;
- Ability to maintain accurate records;
- Ability to stand for long periods of time;
- Ability to lift and carry large pans of hot food;
- Ability to effectively communicate both orally and in writing;
- Skills in composing standard business letters;
- Excellent organizational skills with the ability to coordinate and prioritize work.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver’s License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Must obtain a Food Handler’s permit within 30 days of employment.

Must successfully complete a criminal background check.

Must obtain DHS certification to conduct background checks within 60 days of employment.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

COMPENSATION PACKAGE

Starting salary is \$14.32 - \$15.79/hourly DOQE. A step increase will be awarded upon successful completion of a probationary period (typically six months), and then annually thereafter to the top of the range. OCWCOG offers an attractive benefits package including:

- **Retirement** – An employee must work at least 600 hours a year to qualify OCWCOG pays both the employer’s percentage, and employee’s six percent (6%) contribution into the Oregon Public Employees System (PERS). In addition to PERS, OCWCOG pays into Social Security.
- **Sick Leave** – Part time employees accrue a pro-rated amount. Temporary employees are eligible for up to 40 hours of paid sick leave per year.
- **Vacation Leave** – Part time employees accrue vacation leave on a pro-rated basis.
 - 0-36 month – 8 hours/month
 - 37-72 months – 10 hours/month
 - 73-144 months – 14 hours/month
 - 145 months & above – 16 hours/month

TO APPLY

An application and detailed job description is available at www.ocwcog.org/careers. **You must submit the following application materials to be considered as a viable candidate:**

1. An **OCWCOG Employment Application**, completed and signed.

2. A **current resume** that clearly describes your experience, skills, and/or knowledge related to the requirements of the position and demonstrates that you meet qualifications of the position listed above.
3. A **cover letter** explaining how your background, experience and training qualify you for this position. **Please describe your experience and training specifically as they relate to the Desired Attributes.**

If you are an eligible veteran and wish to claim veterans' preference points AND you also meet the minimum qualifications for this position, the points will be added to your score. To receive veterans' preference points, you **MUST** attach to your application materials the following required documentation:

- A copy of your DD214/DD215 form; OR a letter from the US Dept of Veteran's Affairs indicating you receive a non-service connected pension for the five (5) point preference.
- A copy of your DD214/DD215 form; AND a copy of your veteran's disability preference letter from the Dept. of Veterans' Affairs for the ten (10) point preference.

The first review of applications will be on or around January 22, 2019. For immediate consideration, apply now.

Only complete applications will be considered. Be sure to attach any required documents. The selection process will consist of a review of the materials provided and an evaluation of experience and training. Candidates most closely matching the desired attributes will be invited to interview.

SUBMIT TO

Oregon Cascades West Council of Governments
Human Resources Department
1400 Queen Ave SE, Suite 201
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at hrrcruit@ocwcog.org. **In the subject line please include the position title and the posting number.** By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt only if you submit via e-mail.

FAX to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing because of transmitting by fax or which may be lost through the mail.

EQUAL OPPORTUNITY EMPLOYER

Cascades West Center, 1400 Queen Ave., SE Suite 201, Albany, Oregon 97322

◆ Phone (541) 967-8720

◆ Fax (541) 967-6123

◆ TTY (541) 928-3670