

Tri-County Senior Nutrition Project, Inc. dba Meals on Wheels of Texoma

Job Title:	CENTER ASSISTANT MANAGER	Job Category:	Permanent Part-Time
Department/Group:	Administration	Job Code/ Req.#:	
Location:		Travel Required:	Occasional travel delivering meals may be required
Level/Salary Range:	\$8.00-\$10/hr.	Position Type:	Part-Time
HR Contact:	Linda Jay	Date posted:	
Will Train Applicant(s):	As needed	Posting Expires:	
External posting URL:	https://www.mowot.org/sites/mowot.org/files/SeniorCenterAsstMgr.pdf		
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: Fax (903) 786-8893 or jobs@mowot.org Subject Line: Center Assistant Manager Attention: Linda Jay, Operations Manager RE: Center Assistant Manager	Mail: Meals on Wheels of Texoma Attention: Linda Jay 4114 Airport Dr. Denison, Texas 75020	In-Person: Sherman Senior Center Manager, Dianne Donner 1500 N. Broughton Sherman, TX 75090	
Job Description			
Job Purpose: The Center Assistant Manager is an hourly paid employee. The number of hours worked per week is based on factors unique to the place of employment but never exceed 29.75 hours per week. The Center Assistant Manager is responsible for assisting the manager in the center's daily operation as well as supervising the center in the absence of the manager. Responsible for assisting the manager with placing food orders, preparation, delivery, service, volunteer management, cleaning, banking , and compliance documentation.			
Duties: Assist the manager in- <ul style="list-style-type: none"> • Daily operation of center and supervision of staff • Preparation of food order • Food preparation as needed • Service of congregate meals • Service of home delivered meals • Maintaining records to compliance standards for Volunteers and Meal Recipients • Provides cleaning of work-site as needed • Preparation of deposits for meal donations • Preparation of route sheets for home delivery electronically 			

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- Overseeing meal pick up by volunteers and assure delivery
- Recording meal count electronically
- Recruiting volunteers for meal delivery
- Assuring menus and recipes provided by Administration are followed
- Other duties as assigned

Skills/Qualifications:

Applicants should possess a minimum of two years of experience in supervision as well as knowledge of food preparation, meal service, and commercial kitchen equipment and appliances. All applicants must have or be willing to obtain a Food Manager's Certification. Applicants should be comfortable using a computer, and should possess basic computer skills including word processing, using e-mail, and data entry. Microsoft Office, especially Microsoft Excel, experience is a plus. Organization skills, the ability to maintain files and keep records current, and time management skills are key components of the ideal candidate.

All candidates *must* be able to lift up to 40 lbs. Candidates must be able to adapt to change easily, and must be flexible with the changing needs of the center.

Prepared By:	T Raenelle Weatherly	Date:	2/22/2013
Reviewed By:	Linda Jay	Date:	2/21/2013
Approved By:		Date:	
Revision 1	J. Greg Pittman		3/21/2018