

A VALID CALIFORNIA DRIVER LICENSE AND PROOF OF CURRENT AUTO INSURANCE ARE REQUIRED FOR THIS POSITION.

Accepting applications until further notice.

J O B A N N O U N C E M E N T

Title: ***Back-Up Site Manager***

Function: Under the supervision of the Senior Services Coordinator, coordinates all nutrition site activities on an as-needed basis, including supervision, meal service, and reports.

Hours per week: 20 – 30 (varies by location)

Starting salary: \$9.50/hour

Responsibilities:

1. Order and serve daily meals
2. Order daily supplies
3. Complete all daily reports, as required, including daily meal service, donations, attendance, activities, and volunteer hours
4. Maintain daily records on social services needed
5. Supervise all site personnel, including volunteers
6. Meet and maintain an average of meals daily
7. Accept, count and total cash donations
8. Attend staff meetings and in-service trainings
9. Related duties, as required

Requirements:

Education: High school diploma preferred; must have a Los Angeles County Food Handler's Certificate

Experience: Experience working with seniors, groups, and volunteers; supervisory experience and food service management experience helpful

Skills: Ability to: work and communicate effectively with elderly clients and volunteers of diverse cultures, read and follow food safety manual guidelines, lift food trays that weigh (approximately) 10 lbs., accurately perform basic mathematical functions; possess a cheerful and friendly disposition; must be **bilingual (English/Spanish)**

TO APPLY FOR THIS POSITION

**Send your resume to Human Services Association, Attention: Chris Tarango,
6800 Florence Ave., Bell Gardens CA 90201-4958, fax (562) 806-0846, or jobs@hsala.org.**