

GENESEE COUNTY

NUTRITION PROJECT MEAL SITE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work is varied in nature and involves overseeing the nutrition program and activities at the meal site. Involves personal contact with the aging and attempts, in planning programs at the meal site, generally to improve the well-being of the elderly participants in the activities of the meal site. Some direction is required over other meal site employees, and keeping written records accurately is required, to comply with State Contract. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Assists volunteers;
Greets participants, and maintains good relationships with them;
Keeps accurate records, including number of consumers participating in daily program, and other forms as required;
Takes reservations, and assists in completing confidential questionnaires on each consumer as required by the project;
Makes coffee;
Sets up cups, silverware, napkins, and condiments in dining room;
Handles cash and keeps up-to-date financial records;
Attends training classes as conducted by the Project;
May be required to pick up and/or deliver home delivered meals;
Works under the supervision of the Nutrition Coordinator.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Working knowledge of characteristics, needs and interests of the aging; knowledge of agencies providing services to the elderly; ability to direct people; ability to relate to the elderly; ability to communicate clearly and effectively; good skills in simple arithmetic.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

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The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

MINIMUM QUALIFICATIONS: Any combination of training and experience indicating the ability to do the job.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York State Driver's License

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class

Revised 10/21/76
 1/21/77
 8/28/85
 3/25/86
 12/18/87
 3/13/98
 10/20/00