



Huron
The heart of the Valley

Part-Time Congregate Meal Site Coordinator

Job Announcement

The City of Huron is dedicated to providing efficient and effective quality municipal services that enhance the quality of life in a way that provides a financially viable, business-friendly and family-oriented community, promoting a full range of housing, business, and culture in a safe and attractive environment. We are seeking a part-time **Congregate Meal Site Coordinator** to be responsible for the day-to-day activities and to physically be on-site during the Elderly Nutrition Program activities.

Key Responsibilities

- Title III-C requirements, which include: food safety and sanitation, atmosphere, food portion control, confidentiality, and social services
- California Code of Regulations, California Department of Aging requirements
- California Retail Food Code
- The Fresno-Madera Agency on Aging (FMAAA) congregate meal requirements
- All policies in the Senior Meals Program Policy & Procedure Manual
- Area Plan Terms and Conditions Article V, Section H (Information and Confidentiality and Security) Employee Training (Subpart F) Background Check (Subpart G)

Requirements

- Complete all required paperwork and turn in by the deadlines outlined in the Senior Meals Program Policy & Procedure Manual, including Q rosters, site supply orders, signature logs, etc.
- Supervise volunteers and paid staff to assure that all policies and procedures are being followed
- Supervise meal service to participants of congregate meal sites to assure that approved food safety practices are being followed
- Assure that meal counts are correct
- Sign off daily on donations received for the Senior Nutrition Program.
- Order the following day's meals according to policy
- Complete all meal duties before taking your lunch break, including serving seconds, disposing of leftovers and completing FMAAA or health department monitoring (when applicable)
- Maintain personal cleanliness, including keeping hands, hair and body clean and wearing clean and appropriate clothing
- Observe any physical or emotional changes in participants' conditions and report any cases of known or suspected elder abuse to Adult Protective Services
- Assure that issues of non-compliance noted during FMAAA site monitoring are promptly corrected (when applicable)
- Assure that, in your absence, someone is in place to perform the above duties.
- Attend a minimum of four hours training per year, including the bi-annual trainings provided by the FMAAA Nutrition Department.
- Must obtain Food Handler's Manager certificate within 30 days of start of employment
- Must obtain CPR certification within 30 days of start of employment

Position offers a starting salary between \$16.50 - \$18.00 per hour and California Paid Sick Leave. To apply, please submit a resume, cover letter, and job application to huron@cityofhuron.com by Wednesday, April 30, 2025

The City of Huron is an Equal Opportunity Employer