

**YWCA SAN GABRIEL VALLEY
SENIOR SERVICES PROGRAM
JOB ANNOUNCEMENT**

POSITION: Site Manager

Regular and Substitute Positions Available

Non Bilingual and Bilingual English/Spanish, English/Mandarin

DESCRIPTION: YWCA Intervale Senior Services is a multi-faceted senior citizen program serving the San Gabriel Valley since 1986. The program includes a group dining and home delivered meals program, Urgency Case Management program, telephone reassurance for homebound seniors, and homemaking/housekeeping services.

RESPONSIBILITIES: Responsible for developing and maintaining a friendly and active Senior Center environment for YWCA Senior Services program clients. Assist with planning and managing Senior Center meal and activity programs. Daily monitoring of all meal site activities and services with regard to menu development, meal acceptance and participation. Verifies quantities and checks condition of food on delivery; records food temperatures; monitors food handling and portion control; maintains the cleanliness of the kitchen according to all local and program health regulations and program requirements. Completes and maintains all daily meal count records, weekly food service reports, temperature logs, site equipment and supply inventory, meal orders, and the site reservation system. Orders meals, supplies and equipment; counts, records and makes bank deposits of cash donations daily.

POSITION REQUIREMENTS: Ability to relate and interact with older persons in a positive and supportive manner. A working knowledge of all food service safety and sanitation requirements, and program guidelines. Required skills include organization, ability to supervise and train volunteers, a working knowledge of general office procedures including word processing, maintaining records, simple bookkeeping and other record keeping. Some experience or training in food service programs, basic knowledge of cash counting and bank deposit procedures. Completion of all current Los Angeles County Area Agency on Aging mandatory certificate and training requirements for Nutrition Project personnel. Valid California drivers license, a good driving record acceptable to the Agency's insurance carrier, and reliable transportation. Familiarity with laptop computers and basic computer skills not required but a plus.

SALARY: \$9.06 per hour

POSITION OPEN: Until Filled

SEND RESUME TO: YWCA of San Gabriel Valley
Human Resources Department
943 North Grand Avenue
Covina, CA 91724

EMAIL RESUME TO: ywlvonne@ywcasgv.org