



Position Title: Congregate Meal Coordinator

Organization: Headingley Seniors' Services Inc. (HSSI)

Program Name:

Mission: To provide nutritious and healthy meals once a week in a congregate setting in order to support older adults in maintaining an independent lifestyle in their community and remain engaged among their peers.

Location: Headingley Community Centre

Compensation: Six hours per week at a rate of \$15.82 / hour to be paid every 2 weeks

RESPONSIBILITIES:

Meal Planning and Food Safety

- Meal Coordinator (MC) will prepare a one month menu meal plan in advance which needs to be approved by the Program Lead
- Menus will include tea, coffee and water when in a congregate setting
- Menu will take into account the Canada Food Guide with recommendations for older adults
- Meals will include high quality, healthy, fresh and seasonal food whenever possible
- Options available for those with dietary restrictions/allergies and suitable for transport (meal delivery)
- MC must follow health and safety regulations regarding food handling as outlined by the Province of Manitoba
- Food must only be prepared at the program location (Headingley Community Centre)
- Complete weekly checks of freezer, fridge and storage to ensure rotation of food stock
- Ensure all perishable food items are dated

Supplies and Service

- Responsible for purchasing all groceries for meals including all condiments and beverages (to be part of the six hour work week)
- The MC will be reimbursed for all items purchased based on grocery receipts within the budget
- Cooking equipment, dishes and utensils will be available
- Full use of the kitchen in the Headingley Community Centre
- A small freezer with a lock will be available to the MC as well as limited unlocked refrigerator space for storing condiments
- Assist with meal delivery when necessary
- Assure a pleasant congregate meal environment

- The MC will have to keep records of menus and attendance of diners whether for in service dining or for takeout and delivery on a monthly, quarterly and annual basis to submit to Southern Health/Santé Sud
- The MC will be responsible for making sure there is ample takeout containers and condiments available

Cleaning and Maintenance

- Responsible for ensuring all prep and cooking areas in the kitchen are cleaned and sanitized
- All dishes, utensils and cleaning materials to be cleaned and sanitized according to Province of Manitoba guidelines
- Ensure kitchen is left clean with all utilized items returned to designated areas
- Ensure that the congregate area has been cleaned of all dishes and tables have been cleaned and sanitized
- To make the Program Lead aware of any broken appliances, dishes, etc.

Volunteer Management

- Responsible for recruiting volunteers to assist with various duties including but not limited to table set up, table clean up, phoning to confirm attendees, food preparations, tea/coffee service, delivery of meals and any other duties as assigned
- Supervise volunteers to ensure meal program standards are met and maintained
- Responsible for keeping track of all volunteer hours

Personnel

- Maintain a neat and clean personal appearance
- Maintain open communication and a good working relationship with participants, volunteers, HSSI Resource Coordinator and Program Lead
- Maintain client confidentiality at all times
- Report any concerns to the Program Coordinator
- Keep a record of working hours and sick time

Qualifications and Abilities

- Valid Food Handlers Certificate is mandatory
- Experience in larger scale food preparation would be an asset
- General knowledge of the Canada's Food Guide with consideration for older adult diets
- Experience working with older adults and volunteers
- Experience with meal planning and budgeting is an asset
- Class 5 drivers license is mandatory and access to a vehicle
- Have general knowledge of computers along with access to one