



JOB DESCRIPTION
CONGREGATE MEAL COORDINATOR
Part Time

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

Location: Headingley Community Centre
Job Type: Part time, 6 – 24 hours per month,
Compensation: \$15.90 / hour plus 4% vacation pay to be paid every 2 weeks
Responsible to: Headingley Senior Services (HSS) Volunteer Program Lead

RESPONSIBILITIES:

Meal Planning and Food Safety

- Meal Coordinators (MC) will work cooperatively with other Congregate Meal staff to prepare a meal plan one month in advance. This plan is submitted to the HSS Program Lead for review.
- Meals must be planned to meet the budget.
- Menus will include tea, coffee, and water when in a congregate setting
- Menu will consider 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 meal delivery as required.
- 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 condiments and beverages (to be part of the 6-hour work week) and take out/delivery containers.
- The MC will be reimbursed for all items purchased based on grocery receipts.
- 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 maintain 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

Cleaning and Maintenance

- Responsible for ensuring all preparation 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, tracking and processing payments 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, HSS Resource Coordinator and Program Lead
- Maintain client confidentiality at all times
- Report any concerns to the Program Lead or other Congregate Meal staff as required.
- Keep a record of working hours

Qualifications and Abilities

- Valid Food Handlers Certificate or willingness to take training.
- Experience in larger scale food preparation would be an asset
- General knowledge of the Canada's Food Guide with consideration for older adult dietary requirements
- Experience working with older adults and volunteers
- Experience with meal planning and budgeting is an asset
- Class 5 driver's license is mandatory and access to a vehicle
- Access to a computer and basic knowledge of Microsoft Office

Other Duties

This job description is not a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time and without notice.

I acknowledge that I have read and understand the above job description in its entirety and can perform all the stated requirements.

Employee Signature

Date

Employee Name (Print)

Headingley Seniors Services Representative