



Lafayette County Human Resources

700 Main Street
Darlington, WI 53530
P. 608-776-4995

Job Title:	Meal Site Coordinator
Hours:	Part-Time
Pay Range:	\$17.70 - 18.71 per hour, based on experience; plus, longevity, if applicable
Department:	Human Services
Reports to:	Aging Programs Coordinator
FLSA:	Non-Exempt
Position Summary:	<p>The Meal Site Coordinator is responsible for overseeing the daily operations of a community meal site, ensuring that meals are served in a safe, welcoming, and efficient manner. This role includes maintaining compliance with health and safety regulations and fostering a positive environment for program participants.</p>

Duties and Responsibilities:

- Oversee meal service operations, including food distribution, set-up, and clean-up.
- Maintain accurate records of meal counts, temperature checks, volunteer hours, and participant attendance. Submit to the Aging Programs Coordinator on a monthly basis.
- Monitor food inventory and coordinate with the Aging Programs Coordinator or the central kitchen to ensure adequate meal availability.
- Address participant concerns and refer individuals to appropriate services needed. Knowledge of county resources is necessary.
- Work collaboratively with community partners to promote meal site services.
- Ensure compliance with local, state, and federal food safety regulations. Maintain cleanliness and sanitation of the kitchen, equipment, and dining area on a daily basis.
- Oversee meal service, ensuring a welcoming and fun environment for group meals. Coordinate with the Aging Programs Coordinator to organize enrichment activities to encourage participation in the congregate meal.
- Utilize volunteers to assist with meal preparation, service and delivery.
- Collect and submit participant contributions to the Aging Programs Coordinator.
- Attend all training sessions and/or meetings required.
- Prepare the kitchen for daily operations.
- Ensure a good working relationship with the host site.
- Perform all other duties as assigned.
- Must have regular and dependable attendance.

Qualifications:

- High School diploma or equivalent.
- Serving Safe Food Certification and/or obtain certificate within 90 days of employment.
- Experience in food service, hospitality, or community programming preferred.
- Knowledge of food safety and sanitation practices.
- Strong organizational and leadership skills.



- Effective communication skills to interact with participants, staff, and volunteers.
- Basic computer proficiency for record-keeping and reporting.
- Must hold valid drivers license along with access to an insured motor vehicle.
- Ability to lift up to 75 lbs and stand for extended periods.

Working Conditions:

- The position involves working in a kitchen and meal service environment.
- Requires standing, lifting, and exposure to kitchen equipment and heat.
- May require pre-planned occasional evening or weekend hours for special events or coverage.

Physical Requirements:

- Ability to operate office equipment such as telephone and personal computer.
- Ability to exert very moderate physical effort in sedentary to light work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing, pulling, and stair climbing.

Disclaimer Clause:

Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job; they are intended to be accurate reflections of those principal job elements. It is not intended to limit or modify the rights of any manager to assign, direct and control the work of employees under supervision. Lafayette County retains and serves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgment, to be proper.

Lafayette County is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

