



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

MEAL SITE COORDINATOR

City of Two Rivers

PART-TIME YEAR-ROUND – UP TO 1,456 HOURS ANNUALLY

Performs a variety of routine and complex work in packaging and serving food for the Senior nutrition program and home delivered meals. Coordinates purchasing for and preparing meals for special events and fundraisers. Works within guidelines of Federal, State, and County mandates, as well as guidelines established by the City of Two Rivers. Work under the general supervision of the Senior Center Supervisor.

This position is eligible for part-time benefits including pro-rated vacation, personal, and holiday time, Wisconsin Retirement System, and life insurance.

Candidates must be at least 18 years of age and have a high school diploma or GED equivalent.

Starting pay is \$14.36 per hour.

To receive a complete position description, please contact Jamie Jackson, City Clerk/Human Resources Director at (920) 793-5526, send an email to jjackson@two-rivers.org, or go to www.two-rivers.org. Interested candidates should send a detailed letter of interest, resume, and completed application, 2021, via email to jjackson@two-rivers.org or by mail to:

City of Two Rivers
Attn: Human Resources
Post Office Box 87
Two Rivers, WI 54241-0087





POSITION TITLE: Meal Site Coordinator

REPORTS TO: Senior Center Supervisor and Director of Parks & Recreation

EMPLOYMENT CLASSIFICATION: Part-Time (maximum 1,456 hours annually)

LATEST REVISION DATE: July 15, 2021

DEPARTMENT: Parks & Recreation Department

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly, Pay Grade CH-12

GENERAL PURPOSE

Performs a variety of routine and complex work in packaging and serving food for the Senior nutrition program and home delivered meals. Coordinates purchasing for and preparing meals for special events and fundraisers. Works within guidelines of Federal, State, and County mandates, as well as guidelines established by the City of Two Rivers.

SUPERVISION RECEIVED

Work under the general supervision of the Senior Center Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintains daily operations, cleanliness, and standards for food safety for Senior Dining and/or Home Delivered Meals, which includes serving meals to Senior Dining customers and packaging Home Delivered Meals.
- Accepts bulk food delivery from caterer and assures food temperatures are maintained according to safe food handling standards.
- Follows food safety and sanitation procedures including appropriate handwashing and calibrating thermometers. Maintains temperature logs for food and holding equipment. Coordinate's temperature testing procedures to assure food safety.
- Follows the caterers production sheets to determine appropriate serving sizes, monitors quality and quantity of food.
- Uses dish machine to wash dishes.
- Documents participant attendance and participant reports, in addition to other records



according to program reporting requirements.

- Prepares accurate meal count for the next day of service and reports to ADRC office staff.
- Communicates with senior center and ADRC staff team regarding meal and supply orders.
- Alerts supervisor to changes in service, problems, and/or unusual circumstances.
- Maintains regular and predictable attendance.
- Assist as needed for special events and special meals
- Prepare shopping lists, places orders for kitchen supplies and/or pick up needed supplies for meal preparation of special events
- Assist staff and volunteers in the setting of tables, preparing and serving food, and clean-up of kitchen/dining areas for nutrition and special event programs
- Plan for additional volunteers as needed for daily operations and special events, communicating need to supervisor and/or volunteer coordinator as soon the special event is planned
- Prepare food for special events/fundraisers, i.e. peel potatoes, chop onions, etc.
- Cleans refrigerator/freezer and other equipment
- Oversee and assist the packaging of Home Delivered Meal Program within all Federal, State and County mandates, as well as guidelines established by the City of Two Rivers
- Responsible for the implementation of all Federal, State and County mandates regarding preparation and serving of food
- Inventory supplies routinely
- Work with volunteers in a cooperative manner, utilizing their talents and the task to which they were assigned
- Backup meal deliverer
- Performs related work as required

PERIPHERAL DUTIES

- Ensure compliance with all Title III mandates
- Maintain proper cleanliness of kitchen and request help with special cleaning
- Perform a variety of miscellaneous duties such as, but not limited to, answering telephone, miscellaneous errands, planning for the use of special equipment, assist with special programs and projects in the Senior Center
- Maintaining the stocking of shelves in pantry
- All other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

- Certification in State of Wisconsin Restaurant Manager Certification, or the ability to attain certification within one year of employment
- Completion of a high school degree or equivalent
- Any equivalent combination of education and experience that demonstrates the ability to perform duties and responsibilities

NECESSARY KNOWLEDGE SKILLS & ABILITIES

- Thorough knowledge of general group meal preparation
- Ability to work with Senior Center staff and volunteers in the nutrition program
- Must be a United States citizen
- Working knowledge of Title III Nutrition program rules and mandates

- Ability to operate a wide variety of commercial grade appliances (i.e. food slicer, mixer, dishwasher, convection and conventional ovens, stoves, portable cookers, etc.)
- Be able to read, interpret, and follow directions needed in food preparations and/or cleaning of kitchen areas and to write in the English language
- Ability to establish and maintain effective relationships with senior adults, employees, supervisors, program participants and the general public
- Must possess and maintain a valid Wisconsin Driver's License
- Use of computer programs including Microsoft Office Suite
- Ability to communicate effectively orally

TOOLS & EQUIPMENT USED

- Use of all equipment listed in Knowledge, Skills and Abilities section above, as well as a variety of commercial and conventional kitchen hand tools.
- Office equipment such as, but not limited to, computer, copy/fax machine and telephone

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, or hear. The employee is constantly required to use hands, tools, controls and reach and lift with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch and/or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close visions, distance vision, peripheral vision color vision, and the ability to adjust focus.

The employee also needs an accurate sense of smell and taste as they relate to quality food preparation.

Employee must be able to pass physical examination, which may require blood testing.

SELECTION GUIDELINES

Formal application, rating or education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF TWO RIVERS
APPLICATION FOR EMPLOYMENT**

To Applicants: We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

APPLICANT INFORMATION

Last Name	First	Middle	Date of Application
Address			Telephone No. (Include Area Code)
City	State	Zip	Cell Phone No. (Include Area Code)
Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state name and relationship (include in-laws):			
Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: <i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

Please Provide your E-Mail Address: _____

INSTRUCTIONS:

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

APPLICANT NOTE:

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

EEO STATEMENT

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

EMPLOYMENT INFORMATION

Position Applied For: Full-Time Part-Time Seasonal (Circle One)	Date you can start	Salary/Hourly Rate desired
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before? If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you perform the requirements of this job with or without reasonable accommodations?		

EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

Special Training: _____

Driver's License Number: _____ State of Registration: _____ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances? Yes No. If yes, provide date, where arrested, and under what circumstances. _____

EMPLOYMENT WORK HISTORY

(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)

Name of Employer	Present		2.		3.	
Address						
Telephone						
Employment Dates	From	To	From	To	From	To
Salary	Start	Finish	Start	Finish	Start	Finish
Exact Title of Your Position						
Name/Title of Immediate Supervisor						
Describe Your Duties						
Reason for Leaving						

REFERENCES
(Do Not Include Relatives)

Name & Occupation	Address/Phone	Years Known/Relationship

APPLICANT'S CERTIFICATION AND AUTHORIZATION

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name _____
(PLEASE PRINT)

Signed

Dated

EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

(Please print)

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

Complete Only The Sections Below That Have Been Checked:

X	Current Job
X	(Check One) Male Female
X	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
X	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
X	Birthdate

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open ___ Yes ___ No

Position(s) Considered For: _____

Other: _____