



Café Specialist Job Description

Status:

Part-time

Job Overview:

Responsible for the efficient operation of the activities and food service of a congregate meal site/Friendship Café. Does related work as required.

Supervision:

Performs work under the direct supervision of the Nutrition and Wellness Programs Manager. Supervises meal site volunteers, if applicable.

Duties/Responsibilities:

- Oversees food service and serves food while maintaining safety and health standards and rules required for safe food service.
- Performs cleaning tasks as needed: Cleans and sanitizes and all work areas; Performs light housekeeping of the building to return it to as good of condition as it was found.
- Plans activity calendar and carries out older adult social and recreational activities; Supervises various programs and local trips; Arranges for speakers on health promotion and disease prevention topics.
- Prepares and turns in on a timely basis, monthly meals and transportation service unit reports.
- Attends and participates in Cafe Specialists meetings, held on the first Friday of each month (mandatory).
- Provides initial response to client emergencies according to established procedures.
- Interacts daily with clients and communicates with client's family when concerns arise.
- Orders meals according to daily client reservations for cost effectiveness and minimal discarded meals.
- Appropriately orders, receives, and uses supplies as needed from main Span Center office.
- Communicates with transportation vendor to set up transportation for each week.
- Secures and facilitates client confidential contributions according to established procedure.
- Administers petty cash fund which is used to buy site supplies.
- Receives and responds to requests for information and services.
- Uses email and phone to communicate effectively with office staff.
- Participates in advocacy efforts to support and address the diverse needs of the communities we serve.
- Supports opportunities for community volunteers to engage with relevant aspects of their department or program, with support from Volunteer Services Staff.

- Other duties, as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of activity planning and safe food service.
- Ability to plan and carry out informational programs for program participants.
- Ability to maintain financial records and complete monthly meal service and transportation reports and turn in on first business day of each month.
- Ability to communicate effectively, both verbally and in writing, using phone, email, text and internet-based applications.
- Ability to establish and maintain an effective working relationship with older adults, their families and co-workers.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school. One year's experience working with older adults in preferred.

Physical Requirements:

- Must be able to lift up to 15 pounds at times.

The Span Center is a trauma-informed, person-centered agency dedicated to fostering a safe and supportive environment for both our employees and the communities we serve.

The Span Center prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.

Acknowledgement:

I have read my job description and understand the principal accountabilities of the position. I certify that I have the ability to perform the essential functions of this position either with or without reasonable accommodation. Also, I understand that it is my responsibility to inform my direct manager/supervisor if I am no longer capable of performing the stated duties and that I need to request accommodations under the ADA.

Employee Signature

Date

Supervisor/Manager/Director Signature

Date

Last updated: 11/14/2024