SENIOR SERVICES SUPERVISOR

Department:	Athletics & Leisure Services	**Classification/Grade:**	M-1/Teamsters Position
Division:	Senior Services	**FLSA Status:**	Exempt
Reports to:	Athletics & Leisure Services Director	**Safety Sensitive:**	Yes
		Bargaining Unit:	Teamsters Supervisory L14
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under general supervision, oversees and organize the daily operation of the senior services program, which includes nutrition services, health, recreation, fitness and transportation. Assist in scheduling use of the Senior Center and in the safety of patrons utilizing the facility.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Develop, plan, organize, implement and evaluate the operations, activities and services of the senior services program. A main aspect of the position is the nutrition program which includes congregate and home delivered meals, U.S.D.A Commodities Program, transportation, and other related tasks.
3. Oversee the planning, coordination, training, supervision and evaluation of all staff and volunteers.
4. Prepare reports and maintain files and records.
5. Prepare promotional materials including flyers, brochures and press releases.
6. Purchase supplies, materials and equipment related to program.
7. Monitor grant compliance and control budget expenditures.
8. Participate in program area budget preparation and administration.
9. Coordinate nutrition program operations, including food preparation; delivery systems; sanitation and safety activities; and plan menus to assure compliance with State regulations.
10. Provides for the economical acquisition of resources for the program, including supplies, food and equipment; and maintains inventory records.
11. Answer questions and provide information to the public, investigate complaints and recommend corrective action as necessary to resolve complaints.
12. Oversee the cooperative relationship with outside organizations and agencies.
13. Attend, lead and participate in staff meetings and training sessions.
14. Comply with and maintain safety and sanitary procedures.
15. Be dependable and meet acceptable attendance requirement at all times.
16. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

A. Perform other related duties and responsibilities as required.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Principles, practices and procedures used in the planning, development and administration of a comprehensive senior services program.
- Principles of nutrition and food service management; including nutrition needs of older adults.
- Recreation and social needs of older adults.
- Pertinent local, State and Federal laws, ordinances and rules.
- Health & Safety procedures.
- Report writing and accounting concepts.
- Excellent communication techniques and skills, both written and oral.

Ability to:

- Oversee the development and implementation of senior nutrition meal program, leisure and wellness programs and special events.
- Manage, supervise, train, schedule and evaluate assigned staff and volunteers.
- Work flexible hours including weekends, holidays and special events.
- Write grants, solicit donations and sponsors.
- Work non-standard hours such as evenings, weekends and holidays.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: A.A. or A.S. degree from a Community College

Experience: Previous experience in planning, supervising and evaluating nutrition services and recreation programming.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Class "C" driver's license and a Clark County Health District Food Handler Health Card.

WORKING CONDITIONS:

Work is performed under the following conditions:

Physical Requirements:

Work is generally performed indoors in a climate controlled environment. .Employee is subject to high level of public contact. Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time. Physical exertion is present due to bending, reaching, kneeling, walking, sitting, twisting or standing for periods of time; general manual dexterity required; audiovisual and linguistic acuity requirements. Must be available to attend evening and weekend meetings and programs and respond to emergency situations. Must carry/lift/push or pull loads of up to 25 lbs.

Job Hazards/Risk factors:

Employees risk physical hazard from working around hot equipment stoves, ovens and slippery floor surfaces.

Position is considered safety sensitive and is subject to drug testing

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
July 2008 (Title) ~ October 2009 ~ May 2011 (Department)
June 2012 (Title – Department)
June 2013 (Safety Sensitive)