Recreation Specialist
Community and Cultural Services –
Senior Nutrition Program

Inter-department/P1 Classification: R85-5

Starting Salary: Depending Upon Experiences Salary Range: $18.00 - $23.00/hr.

Description: Under direct or general supervision of the Senior Services Coordinator, this part-time position is responsible for coordinating the congregate Meals on Wheels program at 48 Natoma St. Duties of this position are performed M-F from 10:30a.m. – 1p.m. Additional hours may be assigned as needed for outreach activities, training, and other specific activities.

Duties and Responsibilities: Duties may include, but are not limited to, the following:

- Organize and coordinate the daily service of meals at the designated time, M-F.
- Serve as a host/hostess to promote a welcoming environment for a diverse clientele as café participants arrive, eat their meal, and as they leave.
- Monitor and record food temperatures to assure food safety requirements are met, in compliance with California Retail Food Code standards. Follows safe food handling protocols and distributes food based on serving guidelines as provided.
- Operates simple food service support equipment such as warming ovens in a safe and effective manner including food preparation.
- Responsible for washing and sanitizing of equipment, storage and refrigeration of food and any other equipment as part of the daily routine.
- Complete a required Intake Form on every new eligible congregate participant and report this confidential data to the program office; assure form is accurate and complete.
- Coordinate and supervise the meal reservation system to ensure the efficient serving of meals to café participants.
- Supervise and direct volunteers in providing meal services.
- Distribute HDM meals to volunteer drivers. Communicate with HDM Operations Manager on volunteer concerns regarding delivery issues.
- As a mandated reporter for Elder Abuse, report any suspicious circumstances or suspected abuse to Adult Protective Services.
- Supervise the accurate daily and weekly accounting of program contributions including reconciliation of donated funds and completion of required program paperwork.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as assigned.
Minimum Qualifications: Knowledge of:

- Practices of supervising and training program volunteers.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Basic safety precautions and procedures related to the Senior Nutrition program and facilities.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socioeconomic and ethnic groups, and effectively representing the City in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Principles and methods of food preparation.
- Kitchen equipment and food production procedures. Kitchen sanitation and methods of care and cleaning of kitchen equipment.
- Basic safety procedures as applied to food storage and preparation.

Minimum Requirements: Enthusiastic, energetic, and mature candidates 18 or older.

Education: High school diploma, G.E.D., some college preferred.

Experience: Previous experience working with seniors or food service.

Physical Requirements: Frequent sitting, standing, walking, kneeling, bending, stooping, and crouching. Frequent lifting up to 50 pounds. Perform repetitive hand, arm, and body movement on a continuous basis. Frequent public and coworker contact, occasional working alone.

Certificates/Licenses: Possession of a valid California Class C driver license. Prospective applicants must also possess a ServSafe Food Protection Certificate or obtain one within 60 days of employment at the City’s expense.

Hours: M-F, 10:30 a.m. – 1:00 p.m. Position starts June 1 with training and service begins on June 5, 2023.

To Apply: Complete a City of Folsom employment application. Visit us on the web at folsom.ca.us/government/parks-recreation/resources-and-services/jobs.

Questions: Contact Nadia Khkhokhhar Roberts at 916-461-6685 or at nroberts@folsom.ca.us.

Please return application to: Folsom Parks and Recreation Department
ATTN: Nadia Khkhokhhar Roberts
50 Natoma Street
Folsom, CA 95630