



Job Title	Traveling Meals Coordinator
Department	Health and Human Services
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-Exempt

Scope of Work

This position is responsible for the coordination and supervision of a traveling meals program.

Supervision

Received	Department Manager
Exercised	Supervision of one full time or several part time employees.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Hire, schedule, and supervise staff and/or volunteers for the program.
- Interact with program participants as appropriate; address identified needs and convey appropriate information the Town department manager.
- Ensure compliance with grant requirements for the program in conjunction with the Town department manager.
- Research program and service delivery methods.
- Monitor and evaluate the efficacy of programs and services and convey the information to the department manager.
- Assess emergency situations and make appropriate decisions.
- Refer requests for capital or operational expenses beyond budget provisions, or problems with potential public relations or liability impact to the Town department head for information or advice.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

High school, plus elementary technical training acquired on the job or through one year or less of technical or business school, and one to three (1 – 3) years of experience relevant to the position.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Knowledge of standard office procedures and practices.
Ability to	• Ability to prepare routine correspondence and reports. • Ability to interact effectively with a wide variety of individuals, including the public. • Ability to communicate clearly and concisely, both verbally and in writing. • Ability to prioritize multiple tasks and deal effectively with interruptions. • Ability to lead and motivate people.
Skill in	• Interpersonal and customer service skills.

Necessary Special Requirements

- Food Handling Certification.

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.

- Normal office environment, not subject to extremes in temperatures, noise or odors.
- Regular interruptions to assist citizens.
- May spend extended periods of time on the computer, the telephone, or operating other office equipment, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents and records.
- Some travel required to neighboring towns.