



The Intercultural Senior Center (ISC) is a non-profit organization that strives to improve the dignity, quality of life and physical well-being of seniors from around the world through advocacy, education, access to social services, and cultural enrichment activities that benefit the entire community. We envision an Omaha that values the wisdom and experience of our diverse elders and creates opportunities for them to embrace and enhance their community.

Our mission is to improve the dignity, quality of life and physical well-being of seniors from around the world through advocacy, education, access to social services, and cultural enrichment activities that benefit the entire community.

Nutrition Services Lead

Reports to Executive Director

Hours: Monday – Friday 8:00am to 5:00 pm / Full time

Starting Salary: \$14.50 - Based on Experience

JOB DESCRIPTION:

To effectively plan, coordinate and monitor the meal program which include the morning light breakfast and lunch for seniors. Daily collection of contributions and maintain daily senior attendance to confirm the number of meals to be order per day. Follow the policies, regulations and health safety requirements under the Easter Nebraska Office on Aging.

One of the primary responsibilities is to prepare the monthly meal menu to comply with the Nutrition guidelines. Assist the Program Coordinator with recreational, educational activities and help to plan the monthly calendar. Be accountable for assisting volunteers in the meal program. Coordinate the monthly pantry for seniors and maintain open communication with food community partners.

Duties and Responsibilities:

- Maintain daily senior attendance and collect contributions for the meal.
- Maintain clean understanding of the age requirement for the meal program.
- Plan and create the light breakfast and lunch monthly menu.
- Prepare daily beverages and light breakfast.
- Maintain a clean environment in the kitchen and lunch area.
- Maintain good communication with caterer.
- Receive meals from caterer, ensuring temperatures, quality and quantity and notify central office of any problems.

- Clean up food service and dining room area after the meal service and properly dispose of any leftovers according to program policies.
- Knowledge of required sanitation practices for all phases of meal service.
- Maintain the supply area well equipped and organized as well as inventory for food items the light breakfast and lunch.
- Complete and utilize administrative forms and their usage as pertinent to the nutrition program. Ability to maintain neat and accurate record keeping system of the same.
- Perform basic math functions, i.e., adding, subtracting, multiplying and dividing.
- Assist Program Coordinator in areas of programming, activities, advocacy, supportive services, information and assistance. Be actively involved in outreach to build relationships with other organizations in the in the community.
- Be accountable for assisting volunteers in the meal program.

Job qualifications:

- May require some moderate lifting of food service equipment and senior center supplies, approximately 25-30 lbs.
- Ability to understand and comply with various laws, rules, regulation, policies and guidelines as they pertain to both ENOA and ISC.
- Ability to establish effective working relationships with a variety of people including older adults, coworkers, volunteers, caterer, speakers, sponsors and the general public.
- Be a strong team player with positive attitude toward working with staff and with clients and their formal and informal support systems.
- Knowledge of local community-based services and activities for the elderly, including recreational and educational opportunities.
- Basic knowledge of aging process. Understanding of elderly persons' needs on a general and individual level.
- Must be culturally competent and have the ability to speak more than one language.
- Must be able to work independently and complete assigned responsibility in a timely manner.
- Must have the ability and effectiveness to work well with coworkers and in a multitask environment.
- Must have good computer skills in program such as word, excel, outlook, PowerPoint and office equipment. Good telephones skills.
- High School Diploma or GED required.
- May be required to use personal vehicle and some travel within work area.
- Other duties as assigned.

Applicants must complete a job application on site and bring a resume with a salary history

Intercultural Senior Center will not unlawfully discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of race, religion, gender, gender identity, national origin, age, medical condition, handicap, veteran status, marital status, or sexual orientation.

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