

# Seniors First, Inc. Job Posting – NLP Site Specialist (Marks Street)

## Job Summary

The position is responsible for the daily operation of the Neighborhood Lunch Site. Responsible for the coordination and supervision of volunteers and programs offered at the lunch site. High school diploma or equivalent desirable. A valid Florida Driver's License, a clean driving record, reliable transportation and proof of auto insurance required.

## Specific Duties and Responsibilities

- Contacts participants, interviews potential participants, completes essential client paperwork, and calls absent participants.
- Reports all client incidents in writing to the Director of Nutrition Services on the day of the incident; Written incident reports are due to office within 24 hours of incident.
- Treats clients, staff and others with dignity and respect.
- Assists in the development of good volunteer/staff relationships and identifies and trains a volunteer to act as volunteer site supervisor upon approved absences.
- Arranges transportation for new clients with administrative offices, if available.
- Coordinates and makes referrals with Program Information Specialist.
- Monitors the meal temperature prior to serving, records the temperature and supervises the serving of the meals.
- Trains and supervises all volunteers.
- Coordinates socialization activities (i.e. Bingo, crafts, outings, etc.).
- Collects daily donations, makes weekly bank deposits, and submits the proper paperwork to administration offices.
- Coordinates program speakers, activities and volunteer groups.
- Coordinates transportation services and shopping assistance with transportation driver, if available.
- Completes client information changes and submit to administrative office for data input.
- Develops and maintains professional relationship with building partners; assures building personnel are aware of needs and incidents; reports any issues to Nutrition Services Director.
- Maintains a safe and clean site. This includes but is not limited to clearing food spills, both from on the tables and from the floor, ensuring that the site is free from any potential safety hazards, especially tripping hazards.
- Maintains accurate meal roster.
- Completes meal roster daily with office staff. Notifies office with food temperatures, arrival time of food and meal order for two days in advance.
- Completes and submits all required paperwork to administrative offices as assigned.
- Implements agency safety policies and procedures.
- Attends all staff meetings and agency required training.
- Maintains accurate client emergency information.
- Calls clients in the event of site closure.
- Maintains HIPAA compliance according to agency policies and procedures
- Greets and introduces participants; make announcements. Notifies all clients of program closures, in a timely manner.
- Creates an attractive as well as functional environment for the clients. Assures coffee table is prepared for the clients.
- Orders supplies weekly as needed. Notifies Director of site needs not provided by food contractor.
- Customer service-oriented. Able to work in stressful situations and have the ability to react in a calming manner.
- Ability to determine emergency situations - abuse/neglect, food and shelter. Understanding of the elderly and/or disabled individuals.

This is a part-time position working Monday through Friday mornings approximately 25 hours per week.

**All applicants must be able to demonstrate ability to pass a pre-employment drug test and a Level 2 background screening.**

**Position Open: January 9, 2018**

**Position Closes: February 9, 2018**

All interested applicants should apply at: [hr@seniorsfirstinc.org](mailto:hr@seniorsfirstinc.org). Apply in person at Seniors First, Inc. 5395 L.B. McLeod Road Orlando, FL. 32811. Internal applicants see HR.

**Seniors First is a... Drug Free Workplace, AA/EOE-F/M/Disabled/Vets**

Qualified individuals with a disability have the right to request a reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or [hrlevel2@seniorsfirstinc.org](mailto:hrlevel2@seniorsfirstinc.org), informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.