



POSITION CLASSIFICATION DESCRIPTION

JOB TITLE: Site Coordinator
REPORTS TO: Senior Services Director
FLSA STATUS: Non-Exempt
DEPARTMENT: Senior Nutrition
DIVISION: Kitchen
LOCATION: 107 N. Chestnut
PREPARED BY/DATE: Sue Fletcher – 06/29/2018
APPROVED BY/DATE: Melissa Brunner

JOB SUMMARY: General kitchen duties

ESSENTIAL JOB FUNCTIONS: include the following. Other duties may be assigned.

- Wash and set tables
- Check salt and pepper shakers and fill napkin holders
- Make coffee and tea
- Sign-in sheets and daily cashier reports
- Greet all clients personally
- Listen to suggestions or complaints and document them
- Prepare activities
- Assist cook when needed
- Clear tables and wipe down
- Count money with second person and deposit daily
- Enter stats in the N.P.E. report daily
- Put monthly article in paper
- Prepare client card on all new clients
- Computer classes

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

- Planning/Organizing – Uses time efficiently
- Safety and Security – Observes safety and security procedures

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: Six months to one year related experience and/or training.

- **Language Ability:** Ability to write routine reports and correspondence and ability to speak effectively to customers and employees of the organization.

- **Math Ability:** Ability to calculate figures and amounts such as proportions, percentages, payroll time and leave hours.
- **Reasoning Ability:** Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form.
- **Supervisory Responsibilities:** This job has no supervisory responsibilities.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close Vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, or crouch; and talk or hear.

USE OF THIS JOB DESCRIPTION

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.

Nothing in this position description restricts Montezuma County’s ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County’s assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

I have received the **Site Coordinator** job description dated June 29, 2018. I understand that I am to become familiar with its contents.

Signature of Employee

Name of Employee

Date