

Part-Time Floating Site Coordinator – Senior Nutrition:

Pro Action is seeking a friendly, outgoing individual to travel to Senior Nutrition meal sites in Steuben and Yates Counties to provide direct customer service and ensure our customers receive high quality meal service daily.

The Floating Site Coordinator will be responsible for following New York State Department of Health and ServSafe guidelines in all areas of operations including preparing and serving food, storing food and cleaning. Will monitor equipment to make sure it is working, clean and safe and report any issues to the Program Manager.

Responsible for data collection and reporting customer attendance and feedback, dietary changes, meal counts, temperature logs and donation collections. Will maintain inventory and report needs to the Program Manager. Will train and supervise volunteers. Will be responsible for the safety and quality of the final product served to customers and for correcting any issues noted when sites are monitored by the Registered Dietitian.

The Floating Site Coordinator will work 20 hours per week and is required to have a High School diploma and a minimum of one year of experience related to food service, food preparation/safety and therapeutic diet knowledge. Must be able to lift/move up to 50 pounds. This position requires a driver's license meeting agency standards and consistent, reliable transportation.

To apply for this position, please send your letter of interest, resume and completed [employment application](#) to: Human Resources, Pro Action of Steuben and Yates, Inc., 117 E. Steuben St. Bath, NY 14810 or email to:

Jobs@proactioninc.org EOE.