



SENIORSPLUS HAS EARNED THE BEST PLACE FOR WORKING PARENTS®

BUSINESS DESIGNATION

**IN RECOGNITION OF THEIR COMMITMENT TO SUPPORTING WORKING PARENTS
THROUGH THEIR FAMILY-FRIENDLY POLICIES AND PRACTICES.**



Around Town and Congregate/Social Dining Program Specialist

Want to make a difference in the life of older adults or those with disabilities by supporting opportunities for individuals to dine and socialize?

SeniorsPlus has an immediate opening for a 20-hour position in their Nutrition Services Department providing oversight and administrative support to the Around Town restaurant and Congregate/Social Dining site program.

This position involves supporting both the program sites and participants as well as providing the required monthly nutrition education. The individual will ensure appropriate documentation using a software system and tracking sheets.

Essential Duties and Responsibilities include but are not limited to:

- Recruit restaurants in the Androscoggin, Franklin and Oxford counties to participate in the voucher program.
- Recruit local organizations to become congregate/social dining sites.
- Serve as a work leader for volunteers and provide specific directions and instructions on work tasks and compliance.
- Recruit, train and direct volunteers to assist with dining site duties.
- Ensure compliance requirements are met prior to participation and after implementation. Renew/review MOUs on an annual basis.
- Create and provide the required number of monthly education sessions and materials to Meals on Wheels and congregate/social dining participants.
- Coordinate weekly congregate dining meal counts and submit to kitchen for meal delivery.
- Collect participant data and sign-in sheets and Around Town vouchers from participating restaurants.

Minimum Qualifications:

- Associate degree in Nutrition OR similar degree OR Dietary Tech
- One to three years related experience and/or training
- OR equivalent combination of education and experience
- Minimum 2 years' customer service experience
- Must have a valid Maine Drivers' License with good driving record along with proof of motor vehicle liability insurance

Benefits:

- Dental insurance
- Health insurance
- Paid time off (vacation, holidays, bereavement)
- Vision insurance
- Life and Accidental Death & Dismemberment Insurance
- Short Term Disability Insurance
- Pension Plan
- Employee Assistance Program (EAP)

Job Type & Pay:

- 20-hour per week position
- \$18.00 - \$21.00/per hour

Interested individual should submit a letter of interest and resume to jobs@seniorsplus.org or:

Human Resources
SeniorsPlus
8 Falcon Road
Lewiston, ME 04240

SeniorsPlus is an equal opportunity employer