

AGING **best**

JOB TITLE: Aging Best on the M.O.V.E. Program Specialist

REPORTS TO: Nutrition Manager

SUPERVISES: Drivers/Cooks

FLSA CLASSIFICATION:

STARTING SALARY RANGE:

JOB SUMMARY: The Aging Best on the M.O.V.E. Program Specialist is responsible for the overall operations of food truck and programming for Aging Best on the M.O.V.E, a mobile area agency on aging program. This position will coordinate scheduling, drive, and operate the food truck, and coordinate all programming with other Aging Best staff.

ESSENTIAL JOB FUNCTIONS:

- Maintain safe driving habits using the most efficient route, taking all weather and driving conditions into consideration
- Be able to cook and serve meals and food in accordance with all agency policies and directives, state and local guidelines, and USDA guidelines.
- Know sanitation standards and maintain a sanitary and clean environment to meet the highest standards for safety in the storage, preparation, cleaning, and sanitation of food.
- Work well with people and provide excellent customer service to create a warm, fun, and inviting atmosphere for older people, caregivers, people with disabilities and the general public.
- Complete all necessary daily, weekly and monthly reporting requirements in a professional and timely manner.
- Ensure that all food and supply orders are completed in a professional and timely manner to ensure proper continuity of operations.
- Collaborates with other program leaders in the agency to facilitate a robust array of services through the program
- Recruitment, selection, training, and supervision part time and relief staff to support the program
- Promotes awareness of Aging Best and the program through participation in community events and networking with other community, regional and state organizations to promote a culture of health and wellness
- Observes and adheres to funding source and agency rules, regulations, policies, and procedures in conduct of work activities, including EO policies and handles confidential information with tact and discretion in compliance with applicable HIPAA and privacy regulations and requirements.

OTHER RESPONSIBILITIES:

- Must be able to obtain (if do not currently possess) and maintain a valid Missouri CDL driver's license
- Maintain an excellent driving record and knowledge of all applicable food truck laws and regulations
- Possess ability to maintain flexible working hours
- Knowledge of basic food preparation
- Performs additional related duties as assigned. Attend meetings and training activities as directed by supervisor.
- Ability to lift, push or pull up to 50 pounds with or without reasonable accommodation

PRE-REQUISITES:

Education: High school diploma or GED

Experience: A minimum of 4 years work experience in food service/customer service/food truck operation/driving and/or senior services.

Legal: Aging Best conducts criminal background records check, a motor vehicle driving record check, sexual predator's list check, and Missouri Employee Disqualification List check as a condition of employment. A pre-employment drug screen may also be required.

Physical: Reliable and predictable attendance is expected and needed for this job. Moderate physical activity is required. Ability to push, pull or lift up to 50lbs. with or without a reasonable accommodation. Requires ability to be mobile and operate a motor vehicle. Subject to repetitive motions such as typing. Requires extensive communication skills and the ability to be understood by others. Requires ability to set up outreach booths.

Travel: Requires moderate amounts of travel within the region and occasional travel outside the region. Must have current motor vehicle operator's license, proof of automobile insurance and reliable transportation.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Nor shall it be construed as a long-term or contractual commitment and is subject to change at any time. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods or otherwise to balance the workload.

Aging Best fully adopts, by policy, fair employment practices (EEOC) and avoids any unfair treatment or discrimination in employment-based policies or practices as related to race, color, religion, national origin, ancestry, disability, gender, age, or genetic information. Aging Best fully subscribes to the ADA (Americans with Disabilities Act) effective January 26, 1992 and will comply with its provisions.

I have read and understand the job description outlined above. By signing this job description, I commit to fulfilling the job duties as described and verify that I am able to perform this job as outlined by the physical prerequisites listed. I will support the policies and mission of Aging Best.

Employee Signature: _____ Date: _____