

**GRACE HILL SETTLEMENT HOUSE**  
**2600 Hadley Street/St. Louis, MO 63106**  
**314/539-9500**

**POSITION DESCRIPTION**

G-5  
Revised 04/10

**POSITION TITLE:** Senior Meal Program Coordinator

**REPORTS TO:** Neighborhood Center Manager

**HOURS:** Full-Time (Evenings and Weekends as Required)

**POSITION SUMMARY:** Perform the duties required to operate a program for seniors that include hot meals daily, social and educational activities.

**POSITION QUALIFICATION REQUIREMENTS**

**Education:** Requires High School diploma or G.E.D., prefers some college.

**Experience:** Requires one-year experience in neighborhood based services, preferably with older adults.

**Skills and Abilities** which may be representative but not all inclusive of those commonly associated with this position:

1. Ability to communicate well with Senior Citizens.
2. Ability to make decisions independently and set limits/provide direction to staff/volunteers.
3. Good oral and written communication skills including the preparation of statistical and narrative reports; Good math skills.
4. Good computer skills including the use of word processing, spreadsheet, database and e-mail software.

**Residency and Transportation Requirement:**

1. Must be a resident of a Grace Hill service area.
2. Must possess a valid driver's license and automobile with insurance coverage as required by the State of Missouri.

**License(s)/Certification(s) Required:** Food Protection Management Certification

**FUNCTIONS OF THE JOB**

**Essential Functions**

1. Open center, ensure prepared for daily activities; order meals daily.
2. Recruit and provide direction for volunteer in organizing and implementing program activities.
3. Collect and deposit client contributions in a timely manner.
4. Organize parties, field trips, informational and health seminars for program participants.
5. Provide information and linkages to needed services as identified or requested.
6. Learn to operate MORE computers, train volunteers to do same.
7. Assist with planning and implementing intergenerational activities.
8. Attend meetings and bring back information to appropriate staff/Center Manager and Board.
9. Enter data daily in to the NAPIS SLAAA reporting system.
10. Submit weekly and monthly reports to the center director and the youth and family director.

- 11. Perform other duties as assigned.

**Marginal Functions**

**Supervises:** Meal Server Driver (Nibble & Chat)

**APPLY TO: Grace Hill Settlement House  
Human Resources Department  
2600 Hadley Street  
St. Louis, MO 63106**

**Posting Date: June 17, 2010**

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
SERVICES PROVIDED ON A NON-DISCRIMINATORY BASIS**

**Physical/Visual Activities or Demands:** Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1. Physical activities –Sitting, Talking, Hearing and Walking
- 2. Visual –Clarity of vision at 20 inches or less and at 20 feet or more
- 3. Physical demands- regularly lift 1 –15 lbs.

**Environmental/Atmospheric Conditions:** Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Normal office conditions and meal delivery  
May work at more than one Grace Hill site as requested; site assignments may be changed periodically.

**Machines, Tools, Equipment and Work Aids** which may be representative but not all inclusive of those commonly associated with this position:

Telephone, copier, fax, personal computer/terminal, common application software

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, demands, conditions and requirements are linked to Essential Job Functions unless marked with an asterisk which denotes linkage only to marginal function(s).

<b>Original Evaluation</b>	<b>Revised by</b>	<b>Revised by</b>	<b>Revised by</b>
<b>JJ 8/99</b>	<b>TP 10/07</b>	<b>TP 04/10</b>	