



**TWO  
RIVERS**  
WISCONSIN

## Recruitment Announcement

### **VOLUNTEER & NUTRITION COORDINATOR TWO RIVERS SENIOR CENTER FULL-TIME**

The Volunteer & Nutrition Coordinator coordinates volunteers, provides administrative support, and performs daily functions of the congregate and home delivered meals program for the City of Two Rivers Senior Center.

This position works under the general supervision of the Senior Center Supervisor.

The ideal candidate will be at least 18 years old, have customer service experience and experience working with volunteers and the elderly population, and computer knowledge including Microsoft Office programs, Gmail, and Google Calendar. A valid Wisconsin Driver's license is required.

The successful candidate will be required to obtain Food Safety Certification within one year of hire.

Starting wage will be \$18.01 to \$19.11 hourly, dependent on qualifications.

The City of Two Rivers offers an excellent benefit package including participation in the Wisconsin Retirement System, comprehensive health, dental, vision, and life insurance. The City is an equal opportunity employer.

Interested candidates should submit a detailed letter of interest, resume, and completed employment application via email to [jjackson@two-rivers.org](mailto:jjackson@two-rivers.org) or by mail to:

City of Two Rivers  
Attn: Human Resources  
Post Office Box 87  
Two Rivers, WI 54241-0087

This position will remain open until filled. The first review of applications will take place on Wednesday, May 18, 2022.



**POSITION TITLE:** Volunteer & Nutrition Coordinator

**REPORTS TO:** Senior Center Supervisor

**EMPLOYMENT CLASSIFICATION:** Full-Time

**LATEST REVISION DATE:** May 2022

**DEPARTMENT:** Parks & Recreation Department

**FLSA CATEGORY:** Non-Exempt

**PAY TYPE:** Hourly, Pay Grade 2

## **GENERAL PURPOSE**

Performs a variety of routine and complex work in packaging and serving food for the senior nutrition program and home delivered meals, coordinating volunteers, and providing administrative support for the City of Two Rivers Senior Center and the nutrition program.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Senior Center Supervisor.

## **SUPERVISION EXERCISED**

None.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Maintains daily operations, cleanliness, and standards for food safety for senior dining and the home delivered meal program.
- Accepts bulk food delivery from caterer and assures food temperatures are maintained according to safe food handling standards.
- Follows food safety and sanitation procedures.
- Follows the caterer's production sheets to determine appropriate serving sizes, monitors quality and quantity of food.
- Uses dish machine to wash dishes.
- Prepares accurate meal count for the next day of service and reports to ADRC office staff.
- Communicates with senior center and ADRC staff team regarding meal and



supply orders.

- Alerts supervisor to changes in service, problems, and/or unusual circumstances.
- Maintains regular and predictable attendance.
- Assist as needed for special events and special meals
- Assist staff and volunteers in the setting of tables, preparing and serving food, and clean-up of kitchen/dining areas for nutrition and special event programs
- Prepare food for special events/fundraisers
- Cleans refrigerator/freezer and other equipment
- Responsible for the implementation of all Federal, State and County mandates regarding preparation and serving of food
- Maintains inventory levels
- Recruit, train, and schedule volunteers as necessary for the following: Senior Center programs, activities and special events, fundraisers, drivers to deliver homebound meals, front desk, Two Rivers Unique Senior Transportation (TRUST) car drivers, office support staff, and other miscellaneous times as they arise.
- Recruit and schedule volunteers for various department and City activities as required by the Parks & Recreation Director.
- Coordinate home delivered meal routes, ensure delivery of meals, and follow up with meal recipients as needed.
- Maintain record of homebound meal recipients and congregate meals including reservations, cancellations, and new clients.
- Maintain record of Senior Center volunteer lists and calendars.
- Compile daily, monthly, and annual reports for congregate and home delivered meals.
- Handle birthday, anniversary, and deceased acknowledgements of members with volunteer assistance.
- Order nutrition program supplies.
- Serve as backup to:
  - Homebound meal delivery drivers
  - Senior Center front desk
  - Two Rivers Unique Senior Transportation (TRUST) car drivers
- Customer service (phone calls, walk-ins, and emails) including, but not limited to, scheduling and registering rides, lunches, classes, activities, events, and trips.
- Must maintain confidentiality in all aspects of this position, the Senior Center, Parks & Recreation Department, and the City of Two Rivers.
- Any other tasks as assigned by the Senior Center Supervisor.

### **DESIRED MINIMUM QUALIFICATIONS**

- High School diploma or equivalent
- Possess and maintain a valid Wisconsin Driver's licenses and maintain insurability by the City's liability insurance carrier.
- Knowledge and experience using Microsoft Office Suite (Word, Excel, Publisher).

- Knowledge and experience using Gmail and Google Calendar.
- Customer service experience.
- Experience working with volunteers.
- Experience working with the elderly population.
- Any equivalent combination of education and experience that demonstrates the ability to perform the job duties and responsibilities.
- Must be able to obtain Food Safety Certification from the State of Wisconsin within one year of hire.

### **NECESSARY KNOWLEDGE SKILLS & ABILITIES**

- Thorough knowledge of general group meal preparation
- Working knowledge of Title III Nutrition program rules and mandates
- Ability to operate a wide variety of commercial grade appliances
- Be able to read, interpret, and follow directions needed in food preparations and/or cleaning of kitchen areas
- Ability to establish and maintain effective relationships with senior adults, employees, supervisors, program participants and the general public
- Ability to communicate effectively orally and in writing
- Ability to multi-task at various levels of intensity
- Effective time management to meet deadlines
- Ability to establish and maintain effective relationships with senior adults, employees, supervisors, program participants, and the public.
- Ability to work independently and as a team player.

### **TOOLS & EQUIPMENT USED**

- Commercial grade appliances (i.e. food slicer, mixer, dishwasher, convection and conventional ovens, stoves, portable cookers, etc.) and conventional kitchen hand tools.
- Office equipment such as, but not limited to, computer, copy/fax machine and telephone

### **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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, or hear. The employee is constantly required to use hands, tools, controls and reach and lift with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch and/or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close visions, distance vision, peripheral vision color vision, and the ability to adjust focus.

Employee must be able to pass physical examination, which may require blood testing.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in a kitchen, and in outside weather conditions. The employee is occasionally exposed to wet, hot, and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is quiet to loud while in the office and moderately loud due to operation of equipment in the kitchen.

### **SELECTION GUIDELINES**

Formal application, rating or education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF TWO RIVERS  
APPLICATION FOR EMPLOYMENT**

**To Applicants:** We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

**APPLICANT INFORMATION**

<b>Last Name</b>	<b>First</b>	<b>Middle</b>	<b>Date of Application</b>
<b>Address</b>			<b>Telephone No. (Include Area Code)</b>
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Cell Phone No. (Include Area Code)</b>
<b>Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No</b> If yes, please state name and relationship (include in-laws):			
<b>Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No</b> If yes, describe:  <i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

**Please Provide your E-Mail Address:** \_\_\_\_\_

**INSTRUCTIONS:**

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

**APPLICANT NOTE:**

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

**EEO STATEMENT**

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

## EMPLOYMENT INFORMATION

<b>Position Applied For:</b> Full-Time   Part-Time   Seasonal   (Circle One)	<b>Date you can start</b>	<b>Salary/Hourly Rate desired</b>
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before? If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No   Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No   Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No   Can you perform the requirements of this job with or without reasonable accommodations?		

## EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

**Special Training:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_ **State of Registration:** \_\_\_\_ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances?    Yes    No. If yes, provide date, where arrested, and under what circumstances. \_\_\_\_\_

## EMPLOYMENT WORK HISTORY

**(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)**

Name of Employer	Present		2.		3.	
<b>Address</b>						
<b>Telephone</b>						
<b>Employment Dates</b>	From	To	From	To	From	To
<b>Salary</b>	Start	Finish	Start	Finish	Start	Finish
<b>Exact Title of Your Position</b>						
<b>Name/Title of Immediate Supervisor</b>						
<b>Describe Your Duties</b>						
<b>Reason for Leaving</b>						

**REFERENCES**  
**(Do Not Include Relatives)**

Name & Occupation	Address/Phone	Years Known/Relationship

**APPLICANT'S CERTIFICATION AND AUTHORIZATION**

**CERTIFICATION**

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

**AUTHORIZATION**

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name \_\_\_\_\_  
(PLEASE PRINT)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated



## EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

**PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

### VOLUNTARY SURVEY

(Please print)

Date: \_\_\_\_\_

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

**Complete Only The Sections Below That Have Been Checked:**

X	Current Job
X	(Check One) Male Female
X	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
X	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
X	Birthdate

#### FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open    \_\_\_ Yes    \_\_\_ No

Position(s) Considered For: \_\_\_\_\_

Other: \_\_\_\_\_