

JOB VACANCY ANNOUNCEMENT

Date of Posting: 02.29.12

The following position is available. Interested parties may obtain application materials from Marion County Public Health Department or the MCPHD website and return the application form to Kim Dorn, Marion County Public Health Department. This will remain posted at a minimum of 10 days, and until the position is filled.

Job Title: Fill In Staff

Department: Marion County Public Health Department, 2003 North Lincoln, Knoxville, IA 50138

Hours: As needed, M-F

Essential Functions and other details of the Job:

PURPOSE

Under general supervision, substitutes in various roles inside of the meal programs, filling in for staff absences. This can include the roles of congregate meal site coordinator, driver, warehouse, assistant or head cook.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Maintains all records required in the operation of the nutrition site and submit all required reports to Local Project Coordinator correctly and in a timely manner.

Works with volunteers at the site.

Carry out activities with participants.

Ensure that the anonymity is maintained for participant contributions.

Participate in meetings, and in-service trainings, as requested

Seek advice of the local project manager or her/his designee on all matters of policy and report potential problems immediately

Assures completion and compliance in all areas of food preparation and distribution, both home delivery and within the center

Assures that policies are followed within the facility by staff, volunteers, and participants

Maintains confidentiality of all client health and finance related information.

Prepare food items as needed.

Drive the meals in bulk to the centers

Deliver home delivered meals

Retrieve food from the warehouse as needed.

Knowledge, Skills, and Abilities required:

High school graduation or General Education Degree (GED)

Current driver's license and good driving record

Ability to pass Serve Safe Training within one year of hire

Interested parties are encouraged to read the full job description available at Marion County Public Health Department, or on the website at www.marionph.org. This job vacancy notice will be posted for a minimum of 10 days or until the position is filled.

The County shall have sole discretion to fill any vacancy.

MARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

MARION COUNTY
JOB DESCRIPTION

	Department:	Senior Nutrition Department
Job Title:	Fill In Staff	FLSA Designation: Non-Exempt
Effective Date:	April 2010	Reports To: Program Supervisor

PURPOSE

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MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

High school graduation or General Education Degree (GED).

Specific knowledge of a body of rules or operations for the particular functional area such as might be acquired in one to three years of prior related experience.

Certificates, Licenses, Registrations

Current driver's license and good driving record.

MENTAL AND PHYSICAL COMPETENCIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Language Ability

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one or small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs.

Cognitive Demands

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Equipment Used

Dishwasher

Computer

Telephone/Fax/Answering Machine

Stove, Basic kitchen utensils

Hot Shot Truck

Personal Auto, mileage reimbursed

Physical Demands

Office environment involving sitting, walking, occasional bending, lifting and carrying paper and related light objects generally weighing 50 lbs. or less. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical and forms perception, clarity of vision 20" or less to view computer screens, legal documents and property description cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, hearing and conversation skills.

Environmental Adaptability

Work is performed in a small assembly workshop environment with exposure to sealing and compression equipment.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.