

Title: Program Director

Summary Description:

Responsible for all facilities serving meals under our program.

This includes licensing and maintenance following all required polices and procedures for Jones County, Heritage AAA and Linn County Public Health and HIPAA.

Responsible for daily, weekly, monthly, and yearly paperwork and reports that are required by these same entities.

Also responsible for training, scheduling and supervision of all staff and volunteers.

Duties:

Ensure that we are serving a nutritious meal, compliant with Heritage guidelines and that we are following all safety and sanitation procedures required and that we are keeping costs low while doing so.

Submits all required paperwork and reports to all of the above entities in an accurate and timely manner.

Receives contributions and revenues according to procedures and submits them to the Treasurer in an accurate and timely manner.

Provides billing for services to clients and to Heritage or Medicaid for reimbursement of services.

Promote contributions and fundraising ideas to help bring revenue into the program.

Is responsible for maintaining all facilities and equipment repair and ordering all food or supplies for the program.

Basic Excel, Word and Kitchen / Cooking experience required.

Has the ability to multitask or assist or substitute for staff as needed.

Demonstrates sensitivity to the needs of older adults.

Must be able to lift 20 to 50 pounds.

Plan appropriate educational and entertainment for the facility.

Attend training as required.