

**Meal Site Supervisor**  
Older Adults Program



**TO APPLY: Submit a resume and cover letter to [hrmcc@mccwi.org](mailto:hrmcc@mccwi.org) with Meal Site Supervisor in the subject line.**

*Reports to:* Older Adults Meal Sites Manager  
*Schedule:* Part time, Monday-Friday; hours determined by specific site  
*Pay Rate:* \$11.52/hour

The Milwaukee Christian Center (MCC) believes strong neighborhoods honor and care for their elders. We offer older adults the opportunity to remain healthy, in their homes, and vitally connected to the community. This meal program serves 1,100+ Milwaukee County older adults a healthy, warm meal and an opportunity to connect with others.

MCC's Older Adults Meal Site Supervisor will be responsible for general oversight of the food service and social service provided during designated hours of operation. There are several sites throughout Milwaukee County.

**Essential Duties and Responsibilities Include:**

1. Support activities and social services provided during the hours of operation of the designated site.
2. Make announcements to diners of upcoming events/closing dates and maintain bulletin board with current information.
3. Provide information and referral for individual participants as needed and maintain accurate registration files needed for Milwaukee County Department on Aging (MCDA) reporting purposes.
4. Maintain all aspects of the site including on-site emergencies, problems/complaints, and cleanliness of the assigned area designated for the site.
5. Work cooperatively with caterers.
6. Respond to Department on Aging requests for information in a timely manner.
7. Monitor daily reports to assure MCDA compliance.
8. Monitor banking for congregate meal sites and encourage contributions to assist with costs of the what it takes to provide the meal.
9. Attend MCDA meetings and training sessions.
10. Attain/maintain Food Managers license.
11. Participate as requested in MCC events to cultivate community partners, donors and volunteers.
12. Attend required trainings and all-staff meetings.

**Qualifications Desired Include:**

1. Must have a valid driver's license, insurance, or other means of transportation.
2. Will be required to obtain Food Manager's license within 6 months of hire.
3. High school diploma or equivalent or a combination of training and related experience
4. Preferred 2 years' experience working with elderly.
5. Ability to establish and maintain harmonious working relations and to communicate effectively
6. Ability to promote a safe environment for everyone in the adult population as well as colleagues, community partners, donors, program participants, and volunteers.

7. Able to provide quality support with positive behavior and cultural competence in work with elderly.
8. Able to create and maintain a meal site environment that supports the nutritional, physical, mental, social, and emotional health of all participants.
9. Post-secondary experience desired - especially in education, adult behavior, or related field.
10. Able to collaborate with diverse team of staff, partners, and volunteers.

### **Work Environment**

Milwaukee Christian Center is a multi-service organization that works to build strong neighborhoods full of opportunity. We approach that work through four core areas: housing, youth development, older adults, and food security – serving over 7,500 people each year. What began with American Baptist roots providing outreach to immigrants on Milwaukee's south side in 1921, MCC now serves youth, families, and older adults of all races, ethnicities, religions, and ages throughout the city of Milwaukee. The Older Adult Meal Sites program delivers healthy meals to older adults at partners sites throughout Milwaukee County.

### **Equal Opportunity Employer**

Milwaukee Christian Center does not discriminate against any employee, applicant for employment, or client because of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or other applicable legally protected characteristics. Milwaukee Christian Center is an equal opportunity employer.