

## CENTRAL VIRGINIA ALLIANCE FOR COMMUNITY LIVING, INC.

**Position:** Site Manager - Lynchburg 8/2021 Page 1 of 2  
**Employment Category:** Site program manager Part Time

### Job Description

**Reports directly to:** Nutrition/Education Program Manager

**Basic Function:**

**Educational Requirements:** High school diploma or GED equivalency

### Physical Abilities:

- Ability to lift up to 40 pounds infrequently, 25 lbs. frequently.
- Ability to stand, crouch and walk frequently
- Ability to sit to perform recording and paperwork
- Must be able to utilize arms, hands and wrists to perform repetitive tasks.
- Must have visual acuity, ability to hear and communicate verbally and in writing.

### Required Abilities:

- Capable of required recordkeeping.
- Computer experience or is willing to learn our Nutrition Software computer program.
- Experience in program planning, problem solving.
- Ability to work independently.
- Ability to communicate with persons with different socioeconomic backgrounds and to develop and sustain interpersonal relationships.
- First aid training and CPR is encouraged, but not required.
- Ability to pass food safety training course .

### Principal Responsibilities

Is responsible for monthly program planning and daily implementation of programs:

Works to develop and implement new programming for sites

Develop programs that are appropriate for 60+ generation

Programs are to be interactive, engaging and interesting

Primary responsibility is to the individuals, providing an educational and active program for them 2-3 times per week

Implement programming that meets Va. Service Standards and is outcome based.

Plan programming related to good nutrition and healthy living.

- Oversees preparing and serving of congregate meals.
- Oversees the preparation for delivery of home-delivered meals.
- Monitors menus daily and sees that correct portions are served.
- Takes daily temperatures of meals and milk as they are served.
- Ensures the application of hygienic techniques and practices in food handling and preparation services. Will be required to take and pass an approved food handling course offered through Virginia Extension Service.
- Contacts participants who are absent to check on their well being, record contacts
- Records monies donated by participants; oversees weekly deposit.
- Completes all programmatic paperwork and submits it as required.
- Is responsible for appropriate daily cleaning of the meal site and bathroom facilities used by our clients (light housekeeping).
- Assesses emergency situations and handles as per agency guidelines.
- Participates with site individuals in special agency functions.
- Work with Director of Program Support as needed ..
- **Any and all activities as assigned by the Executive Director.**

CVACL conducts many activities that are considered promotional and special events. Those activities are critical to agency existence and can involve a number of varied tasks. **ALL** employees will be expected to be on call during such events, provide assistance as assigned and support the activities. **ALL** staff will

share the promotional and special event responsibilities regardless of the employee's regular work schedule or job description. In relation to the promotional and special activities, employees can be asked to make those activities a priority immediately upon the need presenting. Every effort will be made to provide advance coordination.

**I have received, reviewed, discussed and understand the responsibilities, expectations and compensation as stipulated in the attached job description.**

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Employee Name Printed

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Employee Signature

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Date