



Meals on Wheels and Senior Outreach Services

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C.C. Café Program Specialist Job Description



Meals on Wheels



C.C. Cafés



Care Management



Fall Prevention



Home Care Referral



Friendly Visitors

4.15

Program Description:

The C.C. Cafés provide hot, nutritious meals and social interaction to ambulatory seniors Monday-Friday at various café locations throughout the County. Cafés are run with one part-time Café Manager, one Assistant Manager, and various volunteers. Food for the Cafés is brought to each location in the morning and must be checked and distributed according to County guidelines. There are six different C.C. Café locations: Rodeo, Crocket, Concord, Pittsburg, Bay Point, and Walnut Creek.

Scope of Work:

The C.C. Café Program Specialist is responsible for overseeing the day-to-day Café dining service and to, in conjunction with the Nutrition Services Division Manager, grow Café participation.

The C.C. Café Program Specialist supervises the Café Managers and volunteers and reports to the Nutrition Services Division Manager.

This is a part-time position that reports to the Nutrition Services Division Manager. The position is Monday-Friday, 9:00 am-1:00 pm and is located primarily at the office in Walnut Creek but requires regular visits to each of the Café locations. Flexible scheduling may be necessary in order to attend some meetings outside of regular office hours.

Duties and Responsibilities:

- Ensure that clients requesting a meal receive a meal. This includes ensuring that the proper number of meals are ordered and delivered each day.
- Screen, qualify, and train volunteers and Café Managers.
- Hire, train, and oversee Café staff to assist in the running of the cafes.
- Run the cafes within budget restrictions, objectives and plans, and office policies.
- Maintain an accurate database of clients and volunteers.
- Provide information, reports, or other materials as required by Nutrition Services Division Manager.
- Create and implement a plan for growing Café participant numbers.

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Meals on Wheels and Senior Outreach Services is a nonprofit 501(c) (3) organization (IRS #68-0044205)

- Collect money from each Café.
- Prepare and distribute monthly Café menus.
- Assist with additional tasks as needed.

Required Knowledge, Skills and Abilities

- Detail-oriented, reliable, punctual and independent.
- Database experience and experience with Word, Excel and Outlook.
- Comfortable working with cloud based data systems.
- Ability to lift 25 pounds.
- Ability to assist with cleaning and serving food to diners.
- Excellent communication skills both written and verbal.
- Excellent organizational skills.
- Professional appearance.
- Clean driving record for 3 years.
- Pass background screening.
- Have reliable transportation.
- Sensitive to the needs of older adults.