



Nutrition Meal Site Assistant

NewBridge is a non-profit organization that helps provide older adults a bridge to successful aging. Our agency provides a wide variety of services and programs primarily for low-income individuals, aged 60 and older. We are seeking a Nutrition Meal Site Assistant who is passionate about helping older adults thrive and has experience and relatability in racially diverse settings.

Position Overview

Under the general supervision of the Nutrition Manager, the Nutrition Meal Site Assistant is responsible for the daily management of older adult meals paperwork at NewBridge dining site(s). This includes working with the Nutrition Manager, Nutrition Coordinator, the site, other NewBridge staff and volunteers. All functions are carried out in accordance with the policies and procedures of NewBridge and of the Dane County Nutrition Contract.

Primary Duties

- Welcome older adults to the nutrition site and create a hospitable environment
- Fill out paperwork for the delivery of in-house meals to older adults who are unable to come to the dining room, as appropriate
- Provide a daily list of special meals to the Nutrition Coordinator
- Refer all volunteer or participant concerns to the Nutrition Coordinator
- Assist with educational and social programs associated with the dining site

Record Keeping and Reporting Responsibilities

- Provide weekly meal order and transportation requests to the Nutrition Manager
- Provide Nutrition Manager with daily changes for meal reservations and cancellations, along with transportation changes
- Take meal reservations and meal attendance and complete all meal and attendance records and reports as required
- Record daily donations at the meal site
- Collect annual registration forms from all meal program participants
- Other duties as assigned

Education and Experience



- A high school degree or associate's degree or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

Certifications

- None

Requirements

- Driver's License
- Automobile Insurance
- Reliable Personal Vehicle
- Criminal/Caregiver Screening

Work Schedule

- 3-3.5 hours per day
- Monday-Friday, 9:30 am – 1 pm, lunch served at 11:30 am.
- No weekends, holidays or on-call

Salary and Benefits

- \$ 16/hour
- Mileage Reimbursement
- Staff Engagement Opportunities
- NewBridge fosters work-life balance for all employees in a caring supportive environment

To Apply

We require **either** a resume or a NewBridge job application which is available on our website. You may **either** email info@newbridgemadison.org or mail NewBridge, Attn: Deb, 1625 Northport Dr., #125, Madison, WI 53704 your resume or application.

NewBridge Madison intentionally values and promotes diversity, inclusion, and anti-racism in serving older adults