



## **Job Announcement—June 6, 2024**

### **Community Dining Site Assistant -Ward 2 St. Mary's Congregate Dining Site**

Iona is pleased to announce that we are hiring a part-time(20 hr./week) Community Dining Site Assistant for our Ward 2, St. Mary's Congregate Dining Site!

Iona is a nonprofit organization that directly helps over 3,500 older adults and families each year with the challenges and opportunities of aging in the greater Washington D.C. area. Since 1975, we have educated, advocated, and provided community-based programs and services to help people age well and live well. Iona's suite of services includes Adult Day Health, Consultation, Care Management and Counseling, Support Groups, Food and Nutrition services, Information and Referral and more. For more information about Iona, please visit [www.iona.org](http://www.iona.org).

Iona is a warm and collegial workplace that promotes excellence in client services and is committed to diversity, inclusion, and the professional growth of employees.

#### **SUMMARY:**

Under the direct supervision of the DACL Project Director, the Community Dining Site Assistant operates Iona's congregare dining site (typically open from 10:00 am to 2:00 pm Monday through Friday). The Community Dining Site Assistant facilitates a vibrant and welcoming space for program participants: DC residents age 60+. They are dedicated to excellence in food prep, safety, and food service. The Community Dining Site Assistant will also facilitate discussions and activities with materials provided to them by the Around Town DC team.

#### **RESPONSIBILITIES:**

- Operate Iona's congregare dining site.
- Ensure that all participants sign in each day and reserve their meals for the following week.
- Distribute handouts, menus, and activity calendars to the participants.
- Report meal orders, attendance, and supply needs to the Nutrition Program Manager on a weekly basis.
- Complete intake documentation for new participants and provide to data coordinator.
- Supervise all aspects of the set-up, serving, meal delivery and clean-up of lunch meal.
- Lead participant engagement and group discussions with materials provided by the Around Town DC team.
- Obtain Intakes and Nutrition Screens for new participants and annual renewals.
- Adhere to DACL Standards and Guidelines for Community Dining.
- Communicate comments and complaints about programs, services, menu, quality of food, or any problems to the DACL Project Director.
- Refer concerns regarding participants to the designated Social Worker.
- Attend all staff meetings, various training and certification sessions as required.
- Maintain ServSafe, CPR and first aid certification.
- Wear a hairnet and gloves for safe food handling and abides by related federal, state or local food safety laws as identified by the Senior Manager of Nutrition Programs.

**REQUIREMENTS:**

- 1+ years of related work experience
- Strong relationship building and collaboration skills.
- Bilingual (Spanish) is an asset.
- Excellent communication skills.
- Ability to complete or renew annual CPR, first aid and ServSafe certificates.
- Able to regularly lift, carry and maneuver 25+ lbs.
- Fully vaccinated against Covid-19.

**\*\*To apply:** Please send a resume and cover letter to [personnel@iona.org](mailto:personnel@iona.org).\*\*

Iona Senior Services, an equal opportunity employer, is committed to diversity within its staff, and encourages applications from all qualified candidates.