**Congregate Dining Site Supervisor**
Peninsula Agency on Aging (PAA) is currently seeking an individual to serve as Congregate Dining Site Supervisor to support seniors in the community through education, nutrition, and social engagement activities.

**Introduction**
Peninsula Agency on Aging has been providing services that have enabled seniors to live independently since 1974. Our mission is to support the independence and quality of life of Peninsula residents, primarily 60 years and over, by advocating, arranging, or providing vital human services.

**Core Competencies**
Our staff value and model empathy and compassion, reliability, ability, respect for all, and communicating with kindness.

**Key Responsibilities**
As a Congregate Dining Site Supervisor, you will perform human support work managing the serving/delivering of meals that are prepared off site by vendors and delivered for serving, preparing, maintaining, and submitting daily, weekly, and monthly reports as required for congregate meals, planning and implementation of programs/games/crafts, and other related work as required.

**Essential Skills and Experience**
We are looking for applicants with any combination of education and experience equivalent to graduation from high school. Applicants must possess knowledge of safe food handling methods and service and an ability to relate well with older adults and the general public. Experience with Microsoft Office products helpful.

**Benefits**
Peninsula Agency on Aging offers a competitive hourly rate, vacation and sick leave, agency paid life insurance, 403b plans, and an inclusive work environment that is flexible, friendly, positive, and rewarding. This position is perfect for retirees who want to earn supplemental income.

**Hourly Rate:** $11.00  Part-Time.  M-W-F, 9:30 am – 1:30 pm

Individuals age 60+ and persons with disabilities encouraged to apply.
Drug free workplace, Senior Friendly Workplace, AA/EOE

Please apply online at [http://www.paainc.org](http://www.paainc.org) - select “About Us” then “Employment Opportunities.”