



## CAFE SITE SUPERVISOR

**Supervisor: Program Operations Manager**  
**Location: MOW Cafe Dining Center, Richland, WA**  
**Starting Salary: \$17.67 - \$19.00 DOQ/DOE/Hour**  
**Full-Time (35 Hours per week), Hourly**

To preserve and enhance the quality of life for every generation with dignity and care.  
"It is not about us; It is about the people we serve."

### POSITION SUMMARY

The Meals on Wheels Café Site Supervisor oversees the daily operations of the café and serves as the designated Person-In-Charge (PIC) in compliance with Washington State Food Code requirements. This role ensures proper food preparation, service, and safety for in-person diners and homebound clients. Responsibilities include managing volunteers, maintaining records, and fostering a welcoming environment. Strong organizational and customer service skills are essential.

### ESSENTIAL FUNCTIONS

- Supervise meal setup, service, and cleanup.
- Assemble necessary supplies and ensure timely meal preparation.
- Oversee the work of volunteers during meal service and deliveries.
- Schedule and coordinate volunteer shifts for efficient operations.
- Ensure compliance with food safety and sanitation standards.
- Maintain accurate records such as food safety reports, volunteer hours, and bank deposits.
- Foster positive relationships with program participants, creating a welcoming atmosphere.
- Operate and maintain kitchen equipment, ensuring regular cleaning and sanitation.
- Perform administrative tasks, including follow-ups and phone calls.
- Attend meetings and training as required.
- Maintain confidentiality of all participant, client, staff, and business-related information.
- Perform other duties as assigned.

### CONTINGENCY OF EMPLOYMENT

- Acceptable background check and driving record.
- Current Washington State Driver's License.
- Must possess a valid Washington State Food Handler's Card (or obtain within 14 days of hire).

### WORKING CONDITIONS

- This position requires physical effort which may involve: sitting, driving, constant standing and walking, occasional pushing/pulling, frequent bending and twisting at the waist, reaching above shoulder, occasional kneeling, squatting, climbing of stairs, crawling, and frequent lifting and carrying up to 25 pounds.
- Work primarily at the Meals on Wheels Café in Richland, WA.
- Daytime hours, Monday through Friday, with occasional evenings or weekends.

### BENEFITS

- Medical, Dental, Vision Insurance
- HRA with Generous Company Reimbursement
- 12 Paid Vacation Days
- Paid Sick Leave
- 11 Paid Holidays
- 401 (k) with Company Match
- Employee Assistance Program (EAP)
- Public Loan Forgiveness (PSLF) Eligible Employer
- Same Day Pay Available/Tap Check Services
- 8 Paid "Floating Time Off" Hours
- 8 Paid "Employee Appreciation Day" Hours

### SKILLS AND QUALIFICATIONS

- Bilingual (English/Spanish) preferred.
- Proficient in Microsoft Word, email communication, and basic computer applications.
- Strong organizational, communication, and interpersonal skills, with professionalism demonstrated in person, by phone, and in writing.
- Ability to work independently and collaboratively while exercising sound judgment, attention to detail, and calm decision-making, including in emergency situations.
- Skilled in leading and supervising volunteers while fostering teamwork, reliability, flexibility, professionalism, and respect for individuals of diverse backgrounds.
- Ability to safely operate standard office and kitchen equipment.
- Ability to maintain confidentiality of participant, staff, and organizational information.
- Preferred experience in food service operations, including food preparation, food service equipment, and health and sanitation standards.
- Preferred supervisory experience.

### APPLICATION PROCESS

- A Generational Care application is required. Resumes will not be accepted in lieu of an official application but may be attached as supplemental information.
- Open until filled. First consideration will be given to applications received by Thursday, June 11, 2026 at 4:00 pm.