

CHEYENNE RIVER SIOUX TRIBE  
CENTER FOR ELDERS  
ASSISTANT MANAGER

**GENERAL DESCRIPTION OF POSITION:** The Center for Elders (Center) Assistant Manager will work alongside the Manager to assist with the administration of a comprehensive nutrition and community program tailored to the Cheyenne River Sioux Tribe's Elder population. This includes providing nutritious meals, nutrition education, and health and social support services while adhering to tribal regulations and federal funding guidelines. This includes assisting with planning menus, cooking, coordinating meal delivery, and collaborating with tribal health and social service agencies to address the unique needs of the Lakota Elder population on the Cheyenne River Sioux Reservation. The position requires familiarity with budgets and grant funding, and a strong understanding of nutrition standards and programming. This position will be responsible for communications with elders as it pertains to meals, activities and related activities. The Assistant Manager will be responsible for distributing the monthly meal menu. This position will supervise staff when assigned that duty, and in collaborating with tribal programs and other entities to address the unique needs of the Lakota Elder population.

**Supervision Received:** Works under the supervision of the Manager.

**Supervision Exercised:** Supervises staff as directed and delegated by Manager. This includes cooks, drivers, and volunteers.

**EXAMPLE OF DUTIES:**

Assistant Manager is responsible for the following:

The Assistant Manager will be responsible for supporting the day-to-day operation of the kitchen and the staff to ensure proper and timely cooking, delivery of daily congregate, take-out and meal delivery services. The Assistant Manager will be responsible for ordering or ensuring the ordering and delivery of food and related supplies in a timely manner to be able to prepare meals. The Assistant Manager will be tasked with the development of a delivery and take-out system that is user friendly for elders. This includes addressing calls in a timely and proper manner for take-out or delivery, using technology where possible.

Assistant Manager will assist Manager to ensure that the Center hours and space are available for elder meals, gatherings, socializing and events. This includes supporting the planning and hosting of events for the benefit of elders. Will support Manager with budgets, provide a range of activity options, which may be in coordination with other tribal programs and outside entities.

Assistant Manager is bound by confidentiality as it relates to personnel and budget matters. The Assistant Manager will support the Manager in establishing methods for elder feedback that may include phone, paper or electronic surveys; and input for future meals and/or activities.

The Assistant Manager must be familiar or become familiar with all relevant tribal, state and federal programs that are to be used as resources. Will support the Manager with all related tribal, state and federal compliance requirements. The Assistant Manager will assist with preparing purchase orders and vouchers, and bi-weekly time sheets. Assistant Manager will be responsible for establishing a cleaning schedule of all areas, including all appliances, restrooms,

common areas, offices and building exterior.

Other duties may include (list is not exhaustive) these tasks:

Program Planning and Implementation:

Assist Manager to oversee the operation of congregate meal sites and home-delivered meal services. Coordinate with local vendors and food suppliers to ensure quality and cost-effectiveness.

Client Management:

Conduct outreach to identify eligible tribal elders and enroll them in the program. Monitor participant satisfaction and address concerns regarding meal quality and delivery.

Staff Training:

Assistant Manager will assist Manager with training and support of all staff. This includes obtaining required and necessary certifications for food service/handling.

Community Collaboration:

Collaborate with tribal health clinics, social service agencies, and community organizations to identify and serve vulnerable elders. Partner with local farmers' markets and food banks to incorporate fresh, culturally relevant foods into menus. Organize social and recreational activities for program participants to promote socialization and well-being.

**MINIMUM QUALIFICATIONS:**

A minimum High School Diploma or GED with an Associates degree in a related field preferred. Minimum of two (2) years of experience in food service related programs. Food Handlers Certification or be willing to obtain one upon hiring. Ability to communicate effectively. Familiarity with patient/client protected health information (HIPAA).

Must have CPR and First Aid certification or willingness to obtain them within 90 days of hire. Ability to lift, pull and move objects weighing up to 20 pounds, as well as bend, lift, reach, stoop, pull, push, twist, and kneel without restriction.

**SPECIAL REQUIREMENTS:** Person hired is subject to CRST Drug Testing Policy, and subject to Tribal/Local, Federal and State background checks prior immediately after being selected. Confidentiality is required. Must have a valid SD Drivers License.

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