

NUTRITION SITE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Nutrition Services Coordinator, the incumbent of this position is responsible for overseeing the total operation of a senior citizens' nutrition center; servicing both on-site and home-delivered meals. The incumbent is also responsible for the supervision of employees and volunteers; coordination of various supportive services; and overseeing senior participants in the program. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sets up desk in morning for participant sign in and other related records;

Reports regularly to Project Coordinator on overall functioning of nutrition site;

Greets participants at the site;

Assists in coordinating, planning, and leading activities of participants;

Performs outreach and information duties in the community served by the nutrition center as may be required by project coordinator;

Counts and deposits contributions daily;

Maintains all necessary records (participants' personal information; reservation sheets) as well as other related record keeping;

Orders food and milk weekly from program supplier;

Oversees the operation of the nutrition site kitchen;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the characteristics, needs and interests of older persons; working knowledge of community resources available to older persons; good knowledge of kitchen and food sanitation; ability to supervise the activities of others engaged in food service; ability to relate to older people; ability to communicate both orally and in writing.

MINIMUM QUALIFICATIONS:

One (1) year of full-time paid experience preferably in a community service agency with the elderly, which included preparation of food for more than ten (10) persons daily.

TRAINEE NOTE: In the event enough qualified candidates with the appropriate experience cannot be recruited, a candidate lacking up to one (1) year of the required experience may be appointed as a trainee.