

COORDINATOR OF NUTRITION PROGRAMS AND SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for the supervision of food provision programs and related transportation services for the aging. Work involves management, coordination, and fiscal responsibility for all aspects of the food provision/transportation programs, including purchasing, contractors, service provision, safety standards. Responsibilities include ensuring that food quality and nutrition sites are in accordance with all applicable nutritional standards, health and sanitary rules and regulations. Work is performed under general supervision of the Director of Office for Senior Resources, with considerable latitude permitted for the exercise of independent judgment. Supervision is exercised over the work of assigned subordinate personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises planning, preparation, and service of nutritious and palatable meals for program clients;
Manages the day-to-day operation and carries out the administrative functions of the services component of the Office for Senior Resources, including related transportation services;
Provides supervision to nutrition programs and services personnel;
Ensures that programs are operated within effective and consistent budgetary and food cost controls;
Assesses budgetary and fiscal management of nutrition programs, services, facilities, food, equipment and supply purchasing operations, and related costs, in order to establish improvements, avoid redundancies and waste, increase efficiency and quality of services;
Maintains and analyzes detailed records and reports of nutrition programs, services, facilities, food, equipment and supply purchasing operations, and related costs;
Oversees food, equipment and supply inventory and storage processes and procedures, to ensure fiscal integrity and food safety;
Oversees training all nutrition services personnel including volunteers;
Determines need for supportive services including home-delivered meal program, transportation, information and referral;
Assists in public information and education outreach including preparation of news releases, establishing contacts with media, attending meetings, speaking to groups, and generally interpreting the role of the nutrition services component to the public;
Prepares quarterly program and budgetary reports and other reports as requested by the Director and as required by New York State Office for Senior Resources;
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.

COORDINATOR OF NUTRITION PROGRAMS AND SERVICES (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of large scale storage, preparation and serving of food; good knowledge of sanitary techniques and procedures used in handling of food; good knowledge of accounting and finance principles, procedures and practices with regard to food service/program management; working knowledge of community resources, agencies, facilities and services available to older persons; familiarity with needs and characteristics of aging population; ability to develop and implement systems and procedures for accurate and comprehensive record maintenance of food, supplies, equipment and money; ability to plan and supervise the work of others; ability to establish and maintain effective and cooperative working relationships; ability to communicate clearly and effectively both orally and in writing; ability to prepare program and budgetary reports; initiative, resourcefulness; tact; courtesy; integrity.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors Degree and three (3) years of managerial experience involving large quantity food service, such as institution management, hotel administration or restaurant management; or
- b) Bachelors degree and four (4) years of full-time paid experience in a position involving managerial administration of social services programs, senior citizens programs, nutrition programs, or recreation programs; or
- c) Associates degree or two (2) years of post-secondary education and five (5) years of managerial experience involving large quantity food service, such as institution management, hotel administration or restaurant management; or
- d) An equivalent combination of training and experience as indicated in a), b) and c), above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for the required experience indicated above on the basis of thirty (30) college credits per year of experience.

SPECIAL REQUIREMENT:

Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.