

## NUTRITION SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for the supervision of contractors providing food services for the aging. It may involve supervision of direct food preparation for service. The work involves assuring subcontractors satisfactory performance and requires and insures that food service meets established standards as well as health and sanitary regulations. The work is performed under the general supervision of the Director, 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 older persons;

Manages the day-to-day operation and carries out the administrative functions of the services component of the Office for Senior Resources, including transportation services;

Supervises all office and meal site personnel including maintenance of time and attendance records;

Establishes effective budgetary management and food cost controls;

Assesses the adequacy of existing facilities for food cost controls service for the elderly;

Maintains and analyzes detailed records and reports as guides in purchasing and is responsible for the purchasing of food, equipment and supplies;

Supervises the receipt, checking, and storage of food and other supplies;

Determines the need for supportive services including outreach, transportation, information and referral, nutrition education and shopping assistance as necessary;

Trains all nutrition services personnel including volunteers;

Assists in public information and education efforts 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 required by New York State Office for Senior Resources;

Develops menus which meet nutritional standards as established by the National Nutritional Program for the Elderly;

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*

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*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: Thorough knowledge of quantity food preparation, and service techniques particularly as they relate to food service for elderly persons; good knowledge of eating habits, nutritional needs and food interests for the elderly; working knowledge of community agencies, facilities and services, that may be utilized to help the elderly; working knowledge of public relations techniques; ability to plan and supervise the work of others; ability to communicate clearly and effectively both orally and in writing; ability to organize and direct personnel; initiative, resourcefulness; tact; courtesy; integrity.

MINIMUM QUALIFICATIONS: Either

- a) Masters degree in foods and nutrition, food service, or nutritional management and one (1) years of full-time paid experience in a position involving provision and/or administration of social services programs, senior citizens programs, nutrition programs, or recreation programs; or
- b) Bachelors degree in foods and nutrition, food service, or nutritional management and three (3) years of full-time paid experience in a position involving provision and/or administration of social services programs, senior citizens programs, nutrition programs, or recreation programs; or
- c) Bachelors degree and four (4) years of full-time paid experience in a position involving provision and/or administration of social services programs, senior citizens programs, nutrition programs, or recreation programs; or
- d) An equivalent combination of training and experience as indicated in a) and b).

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.

SPECIAL REQUIREMENT:

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

PROMOTION ELIGIBILITY REQUIREMENTS:

Two (2) years permanent, competitive class status in the title of Senior Center Manager, or in the title of Nutrition Site Manager, in the Putnam County Office for Senior Resources.