

## **NUTRITION SERVICES COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for directing and managing the nutrition and senior center programs for the elderly provided by the Office for the Aging. An employee in this class will be required to supervise the nutrition program which includes meal sites throughout the County and the Home Delivered Meal Program, as well as the senior picnic program and other special events. The work involves insuring that the food service program meets established standards as well as health and sanitary regulations. Work is performed under the general supervision of the Director of the Office for the Aging, with considerable latitude permitted for the exercise of independent judgment. Supervision is exercised over the work of staff connected with the nutrition program, including Site Managers, Bus Drivers and other professional and clerical staff.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises planning, preparation, and service of nutritious and palatable meals for senior citizens, including menu planning and analysis, nutrition education, and nutrition counseling;
2. Manages the day-to-day operation and carries out the administrative functions of the nutrition services component of the Office for the Aging, including overseeing the food preparation operation;
3. Directs office and meal site personnel involved in nutrition programs and the provision of activities, including supervising the maintenance of time and attendance records;
4. Establishes effective budgetary management;
5. Assesses the adequacy of existing facilities for food preparation and services for the senior population;
6. Maintains and analyzes detailed records and reports as guides in purchasing of food, equipment and supplies;
7. Supervises the receipt, checking and storage of food and other supplies;
8. Assists in determining the need for supportive services including outreach, transportation, information and referral, nutrition education and shopping assistance as necessary;
9. Coordinates the work of food service vendors and contracted caterers for the nutritional program;
10. Assists in public information and education efforts including preparation of news releases, attending meetings, speaking to groups, and generally interpreting the role of the nutrition services component to the public;
11. Prepares program and budgetary reports and other statistics as required by the Director;
12. Ensures assessment, registration and service delivery data are entered into reporting software.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of quantity food preparation and service techniques, particularly as they relate to food service for older adults; good knowledge of the needs of older adults, especially as they relate to nutrition; good knowledge of community agencies, facilities and services that may be utilized to help older adults; good knowledge of supervision; good knowledge of various software packages for word processing; ability to communicate clearly and effectively, both orally and in writing; ability to organize and direct personnel; initiative; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

**NUTRITION SERVICES COORDINATOR** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Current New York State licensure as a Certified Dietitian and two (2) years of full-time paid experience in the administration of a nutrition program or quantity food service, at least one (1) year of which was in a supervisory capacity;

**SPECIAL REQUIREMENT:**

Possession of a valid driver license for appointment and to maintain position

HU1203

ADOPTED: 09/17/75

REVISED: 02/09/82      08/83    11/15/84      07/01/91      01/05/15