

TITLE: Nutrition Supervisor

SC/3

DEPARTMENT: Senior Center, Rutherford County

JOB SUMMARY: This position supervises and participates in the provision of nutrition services for senior citizens.

MAJOR DUTIES:

- o Takes applications for meal program; assesses eligibility; visits homes; establishes client files; conducts reassessments; maintains home delivery meal route directions.
- o Supervises staff in meal arrangements.
- o Contacts and coordinates efforts with food service contractor.
- o Checks serving site for conformity with safety and health standards.
- o Assures food meets nutritional and government requirements.
- o Coordinates information or educational sessions for site managers and kitchen staff.
- o Collects contribution money, makes bank deposits, and checks attendance of participants.
- o Recruits and trains volunteers for the nutrition program.
- o Maintains accurate records.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of federal and state nutritional requirements for senior citizens.
- o Knowledge of planning and organizing meals for large numbers of people.
- o Knowledge of food service equipment and supplies.
- o Skill in planning, organizing, and directing social events and activities.
- o Skill in establishing priorities and organizing work.
- o Skill in decision making and problem solving.

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- o Skill in operating general office equipment including computer, copier, calculator, facsimile machine and postage meter.
- o Skill in basic accounting techniques.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Director assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county and department policies and procedures, county ordinances, state and federal nutritional guidelines, and established program goals and objectives. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related organizational and administrative duties in providing nutritious meals for senior citizens. Inadequate assistance contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to plan, implement, and coordinate food programs for senior citizens. Successful performance in this position provides nutritious meals for older citizens.

PERSONAL CONTACTS: Contacts are typically with program participants, co-workers, other county employees, vendors, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and motivate or influence people.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light or heavy objects and climbs ladders.

WORK ENVIRONMENT: The work is typically performed in an office or kitchen.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This positions supervises site managers.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.