

NUTRITION SITE COORDINATOR

General Statement of Duties

Performs coordination and food service work for senior citizens participating in congregate meal programs.

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Distinguishing Features of the Class

An employee in this class coordinates the daily operation of a nutrition site for older adults. Work includes ordering and receiving food, insuring proper number, quality and temperature of food, serving congregate meals, distributing home-delivered meals, and assuring proper records of meals served. Considerable public contact is involved in working with the senior citizens. Work is performed under the regular supervision and is evaluated through conferences, review of reports, and observation.

Recruitment and Selection Guidelines

Essential Duties and Tasks

Opens and prepares site daily; organizes supplies for congregate meals; checks temperature, number and quality of meals delivered by caterer.

Meets catering staff; monitors and accepts food delivery based on amount, quantity, and quality based on health and sanitation standards for serving hot and cold foods; discusses concerns and problems with supervisor.

Insures that all health and food regulations and standards are met at the site and maintains these standards while meals are served, and in the cleaning of utensils, pans, kitchen, dining room, etc.; participates in cleaning activities.

Coordinates activities and programs for participants such as nutrition education, information and referral, health counseling and recreational activities.

Cleans up or assures site is clean at the end of the day; sweep, mop, wipe tables, clean utensils, pans, etc. that were used as well as the facility.

Coordinates pick up and delivery of home-delivered meals.

Performs home visits to participants.

Develops educational and recreational activities for site participants.

Maintains accurate records of quantities and temperatures of food and program participants.

Collects, counts, and deposits client program income on a regular basis; maintains security of funds.

Conducts marketing of programs and services through community outreach.

Recruits, schedules, and trains volunteers for programs.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Working knowledge of food preparation and service.
- Ability to communicate effectively in oral and written forms.
- Ability to provide leadership, training, and supervision to volunteers.
- Ability to establish and maintain proper working relationships with volunteers, senior citizens, supervisors, and other employees.
- Ability to relate to older adults and demonstrated special interest in the needs and desires of senior citizens.
- Ability to complete reports and records accurately.
- Ability to organize and complete work in a timely manner.

Physical Requirements

- Must be able to physically perform the basic life operational functions of reaching, standing, lifting, walking, grasping, talking, and hearing.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or exerting up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to monitor work site progress, to work with data and figures, to maintain files and records, and to inspect food and facilities.

Desired Education and Experience

- Ability to read and write and some related food preparation and coordination experience preferably with older adults; or an equivalent combination of education and experience.