

PART-TIME NUTRITION SITE COORDINATOR

General Statement of Duties

Performs human support work at an assigned nutrition site coordinating the preparation and delivery of meals to senior citizens at nutrition sites and in homes, serving meals, planning activities and programs, preparing and maintaining records and files and preparing reports.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Distinguishing Features of the Class

An employee in this class is responsible for coordinating and providing a nutrition program for senior citizens through nutrition site congregate and home delivered meals. Work includes managing one nutrition site, establishing and maintaining records, planning on-site programming. Work involves monitoring volunteers who help serve congregate meals or deliver meals to home bound seniors. Work also includes planning, coordinating and/or conducting activities for seniors at the congregate meal site. The employee oversees the setup, packaging, serving and delivery of meals. Considerable public contact is involved in working with the senior citizens. Work occasionally requires exposure to outdoor weather conditions, exposure to extreme heat (non-weather), and exposure to toxic or caustic chemicals. Work is performed under the moderate supervision of the Lead Nutrition Site Coordinator and is evaluated through observation, conferences, review of reports, and feedback from citizens served.

Recruitment and Selection Guidelines

Essential Duties and Tasks

- Manages a nutrition site providing both congregate and home delivered meals.
- Opens the site and ensures that the temperature is comfortable for seniors; posts menus; checks paper supplies and cleanliness of bathroom.
- Recruits, trains and monitors volunteers who assist with serving meals and home delivery of meals to qualifying home bound seniors.
- Monitors food temperature upon delivery and before serving, checks amounts delivered and coordinates/resolves problems with the vendor; provides guidance to volunteers in food preparation, handling and packaging; notifies supervisor of meal shortages or problems.
- Cleans and sanitizes kitchen, pots and pans and serving utensils.
- Ensures conformance with safety and health standards; calibrates food thermometers and takes temperature of food; records numbers served on site and in home delivery.
- Writes incident reports and resolves problems.
- Greets clients when they arrive; collects voluntary contributions for meals and checks attendance of participants.
- Prepares and makes bank deposit; prepares daily reports on number of congregate and home delivered meals provided, records arrival time and temperature of foods.
- Assists with developing and conducting educational and recreational activities.
- Establishes relationships with participants and solicits input for programs; sets-up site meals, activities and programs.

- Conducts inventories of supplies at nutrition site; orders supplies.

Additional Job Duties

- May drive and deliver meals to homes as needed as backup to volunteers.
- Assists in Council on Aging Office when needed.
- Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

- General knowledge of County and department policies and procedures.
- General knowledge of applicable Federal and State laws, rules and regulations pertaining to aging nutrition programs food storage, packaging, equipment and serving.
- General knowledge of the aging process and understanding of the needs and interests of older adults.
- General knowledge in preparing various reports and other types of correspondence.
- General knowledge in the use of standard office equipment and associated software.
- General knowledge in the use of the equipment required for the position.
- General Knowledge of planning and organizing programs and activities for seniors.
- Ability to recruit, train and monitor volunteers.
- Ability to coordinate and organize food service activities to safely serve the appropriate amount of nutritious food on schedule.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective working relationships with supervisor, coworkers, volunteers, employees, senior citizens and the food contractor.
- Ability to work with and demonstrated special interest in the needs and desires of senior citizens.
- Ability to plan and present programs and activities of special interest to senior citizen clients covering a variety of topics.
- Ability to make arithmetic computations.
- Ability to prepare and maintain accurate records and files.

Physical Requirements

Must be able to physically perform the basic life support functions of sitting, stooping, kneeling, crouching, climbing, balancing, reaching, pushing, pulling, lifting, standing, walking, fingering, tasting, smelling, seeing, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 25 pounds of force occasionally and up to 10 pounds of force frequently to move objects.

Work requires preparing and analyzing written or computer data, using measuring devices, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities.

Desirable Education and Experience

Graduation from high school and some experience working in food service delivery, preferably with senior citizens, or an equivalent combination of education or experience.

Special Requirements

Complete Nutrition Site Orientation Workshop training within one year of hire.
Possession of a valid North Carolina driver's license.