

NUTRITION SITE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Nutrition Program Director or a high level administrator, this is an important supervisory position involving responsibility for efficiently providing for the distribution and serving of meals to senior citizens. Meals are provided at a nutrition site (i.e. senior center), or delivered to home. Supervision is exercised over a staff of Food Service Helpers, drivers and volunteer workers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Director or administrator in coordinating program and services;

Plans and supervises the service of meals at a nutrition site; oversees the preparation of meals for home delivery;

Supervises and assists in the registration of senior citizen participants in the program;

Completes forms required by the Office of the Aging regarding program utilization;

Assists Director or administrator in the management of food preparation and service of home delivered meals or at congregate site;

Schedules programs for the month with Supervisor;

Follows-up on missed deliveries, cancellation of service;

Prepares daily registration sheets and tallies monies collected for meals served or delivered;

Checks daily census for any changes in meal preparations;

Supervises the work of Food Service Helpers, drivers and volunteers;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the care and serving of food and the care of related equipment; some knowledge of the nutritional values of foods; some knowledge of business arithmetic and English; ability to supervise the work of others; ability to keep simple records and submit reports; ability to use computer applications software; ability to read, write, speak understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to understand and carry out oral and written directions; ability to get along well with senior citizens; ability to relate to the problems of senior citizens; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of an equivalency diploma and one (1) year of experience in food service work in a restaurant, school lunch program, hospital day care center, senior citizens' center, nursing home or related field; (b) five (5) years of experience as specified in (a).

Towns, Villages
Cities of Rye & Peekskill
J. C.: Competitive
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Job Class Code: 0306