

NUTRITION SITE COORDINATOR - 7015

General Definition of Work:

Performs intermediate advanced human support work managing the serving of meals at a congregate meal nutrition site. Provides daily guidance and direction concerning program policies, procedures, and regulations to site supervisors and site assistants. Work is performed under the regular supervision of the Nutrition Program Coordinator.

Essential Functions/Typical Tasks:

Planning nutrition site activities; maintaining records and confidentiality; preparing reports and staff schedules and assigning responsibilities to other part-time staff; preparing nutrition site for meals; serving meals at nutrition site; providing daily guidance and direction concerning program policies, procedures, and regulations to program staff including job readiness program participants (Title V).

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Coordinates daily programs with the Nutrition Program Coordinator and prepares/processes appropriate reports associated with the LunchPlus Club program.
- Prepares, maintains and submits daily, weekly and monthly reports as required.
- Prepares site for food delivery and arrival of participants.
- Recruits, trains, orients and instructs volunteer workers at site.
- Encourages participants to socialize and interact; identifies and refers special needs.
- Cleans and sanitizes site and equipment before and after meal.
- Prepares beverages; sets up trays and cups.
- Prepares and presents programs of educational, nutritional or social relevance for the older adult population.
- Receives food; takes and records temperature; prepares and serves food.
- Performs related tasks as required including but not limited to emergency shelter operations.

Knowledge, Skills and Abilities:

Thorough knowledge of site operations, meal service, reading and following menu instructions, and record keeping requirements; thorough knowledge of the methods of cleaning and maintaining food service areas, utensils and equipment in a sanitary and safe manner; thorough knowledge of the nutritional needs of older adults; ability to follow oral instructions and understand simple written terms; skill in the serving of meals and handling of food; ability to supervise part-time staff; ability to establish and maintain effective working relationships with clients and associates; ability to maintain confidentiality; ability to attend work regularly.

Education and Experience:

Requires graduation from high school and considerable food handling and serving experience. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of CPR and first aid certification. Possession of an appropriate driver's license valid in the State of North Carolina.

HR revised 6-3-2013