

## NUTRITION PROGRAM DIRECTOR (Aging)

DISTINGUISHING FEATURES OF THE CLASS: The work involves the supervision of staff providing food services for the aging and residents of a long term care facility. An incumbent assures that all regulatory requirements are met in the provision of meals to the elderly. Regulations include State, Federal, health, sanitation, and nutrient requirements. Work is performed under the general supervision of the Director, Department of the Aging with wide latitude permitted for the exercise of independent judgement. Supervision is exercised over the work of assigned subordinate personnel. An incumbent who is not a dietitian has a registered dietitian available for consultation. A Nutrition Program Director (Aging) does related work as required.

### TYPICAL WORK ACTIVITIES:

- Plans daily production schedules and supervises food preparation and meal service based on developed quality standards and objectives;
- Review menus, plans for purchases of foods and necessary equipment used in food preparation;
- Directs the sanitary care, maintenance, and storage of food and non-food items;
- Manages the day to day operation and carries out the administrative functions of food preparation services;
- Functions as the liaison between the New York State Office for the Aging and the individual nutrition services sites;
- Supervises the Home Delivered Meal Coordinator and meal site personnel, including maintenance of time and attendance records;
- Establishes cost effective controls and practices while maintaining adequate standards of meal services;
- Maintains and analyzes detailed records and reports as guides in purchasing and is responsible for the purchasing of food, equipment, and supplies;
- Supervises the receipt, checking, and storage of food and other supplies;
- Cooperates with staff to arrange for supportive services to the long term care facility and nutrition sites, including outreach, information and referral, volunteer services, etc.;
- Monitors transportation services provided to nutrition sites for congregate meals and shopping assistance;
- Arranges for or provides staff development and training for all nutrition services personnel including volunteers;
- Assists in public information and education efforts including attending meetings, speaking to groups, and generally interpreting the role to the nutrition services component to the public;
- Coordinates the development of menus which meet nutritional standards as established by the National Nutritional Program for the Elderly in conjunction with the Registered Dietitian;
- Prepares quarterly program and budgetary reports and other reports as required by the New York State Office for the Aging and Department of Health.

**REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:** Thorough knowledge of quantity food preparation and service techniques, particularly as they relate to food service for elderly persons; good knowledge of eating habits, nutritional needs, and food interests of the elderly; working knowledge of community agencies, facilities, and services that may be utilized to help the elderly; working knowledge of public relations techniques; ability to plan and supervise the work of others; ability to communicate clearly and effectively both orally and in writing; ability to organize and direct personnel; initiative; resourcefulness; tact; courtesy; integrity; physical condition sufficient to perform the essential functions of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and:

A.) Completion of a dietetic internship in an institution approved by the American Dietetic Association and either currently registered or eligible for registration by the American dietetic Association and one year of business administration or supervisory experience in the large scale preparation and serving of food.

OR

B.) Possession of a bachelor's or master's degree in nutritional sciences, community nutrition clinical or human nutrition, dietetics, foods and nutrition, public health nutrition, food service management, or closely related field, from a regionally accredited or New York State registered college or university and two years of business administration or supervisory experience in the large scale preparation and serving of food at least one year of which must have been in a setting where the menus are assessed for nutrimental content, therapeutic, religious and/or ethnic needs by a registered or registration-eligible dietitian.

OR

C.) Possession of an associate's degree from a regionally accredited college or New York State registered university in nutrition, nutrition or dietetic technology, food service, or closely related field, and four years of business administration or supervisory experience in the large scale preparation and serving of food at least one year of which must have been in a setting where the menus are assessed for nutrimental content, therapeutic, religious and/or ethnic needs by a registered or registration-eligible dietitian.

***SPECIAL REQUIREMENT:*** Must Possess a Class D New York State driver's license at time of appointment and maintain throughout employment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 12/18/14