

NUTRITION SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the supervision of staff and/or contractors providing food services for the aging. An incumbent assures that all regulatory requirements are met in the provision of meals to an aging population. Regulations include State, Federal, health, sanitation, and nutrient requirements. Work is performed under the general supervision of the Coordinator of Services with considerable 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 Services Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises planning, preparation, and service of nutritious and palatable meals for older persons;
- Manages the day to day operation and carries out the administrative functions of the nutrition services component of the office for the aging;
- 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;
- Assesses the adequacy of existing facilities for food preparation and service for the elderly;
- 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 other Department of Aging staff to arrange for supportive services to the 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 requested by the Coordinator of Services or Director and required by the New York State Office for the Aging.

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; **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; **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 two years of business administration or supervisory experience in the large scale preparation and serving of food; **OR**

- D.)** Four years of business administration or supervisory experience in the large scale preparation and serving of food. *

*Possession of a degree from a regionally accredited or New York State registered college or university in community organization, or the social or behavioral sciences, including gerontology, may be substituted for no more than two years of the general experience in (D) above.

SPECIAL REQUIREMENT: An employee must possess and maintenance a valid driver's license.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 11/20/2014