

## **NUTRITION SERVICES COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves directing and administering all activities related to a nutrition program for the elderly, including planning, purchasing, and nutrition education. The incumbent monitors contractors providing services for the aging. The incumbent is responsible for assuring subcontractors' satisfactory performance, including ensuring that food service meets established standards as well as health and sanitary regulations. The work is performed under the general supervision of the Director, Office for Aging with wide leeway allowed in the exercise of independent judgement in planning and carrying out the details of work. Supervision is exercised over the work of assigned subordinate personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees and establishes policies for the home delivered meal program;

Supervises the planning and service of nutritious meals for the elderly;

Oversees the operation of County senior citizens meal site centers;

Establishes and maintains effective budgetary and cost controls by analyzing detailed records relating to non-food purchases, meal counts and contributions;

Prepares a variety of oral and written program reports;

Purchases all program supplies;

Writes and submits required budgetary, program and statistical reports to the County and State Office for Aging;

Operates a computer for the purposes of entering and retrieving data and maintaining records;

Supervises the nutrition education component of the program which is offered at the senior citizen meal site centers and home delivered meal program;

Prepares grant requests for program needs;

Evaluates the quality of the food prepared and other performance indicators by subcontractors and caterers to assure satisfactory performance;

Assures that special dietary needs are met;

Develops and maintains positive working relationships with the Nutrition Project Council, Office for Aging Advisory Council, granting agencies, subcontractors, caterers, vendors, community organizations and other groups;

Provides public information on the nutrition program by speaking to groups, preparing news releases and generally interpreting the role of the nutrition services component to the public;

Hires, trains, supervises and evaluates all program staff;

Negotiates with and provides technical assistance to subcontractors regard to program management and services;

Represents program interests at budget and legislative meetings;

Studies, evaluates and makes recommendations to the Director regarding a variety of agency programs and problems.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of quantity food service techniques particularly as they relate to food service for the elderly;  
Good knowledge of nutritional needs and food interests of the elderly;  
Good knowledge of governmental budgeting procedures;  
Good knowledge of grant writing;  
Working knowledge of the equipment used in large scale food provisions;  
Good knowledge of management techniques as the related to organizing and prioritizing work;  
Working knowledge of community agencies, facilities and services that may be utilized to help the elderly;  
Good knowledge of public relations techniques;  
Ability to plan and supervise the work of others;  
Ability to organize the delivery of nutritional services;  
Ability to communicate clearly and effectively both orally and in writing;  
Resourcefulness;  
Initiative;  
Patience;  
Empathy;  
Tact;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in dietetics, nutrition, food service, food administration and management or a closely related field, and two years experience in nutrition program administration or large scale food service management in a hospital, senior citizen center, school lunch program, day care center or extended care facility or similar facility, one year of which must have been in a supervisory capacity; OR
- B) Graduation from a regionally accredited or New York State registered college with an Bachelor's Degree in Health, Human Services or Gerontology including or supplemented by 12 credit hours in dietetics, nutrition, quantity food production, quantity menu development, food administration and management or closely related coursework and two years experience in nutrition program administration or large scale foodservice management in a hospital, senior citizen center, school lunch program, day care center or extended care facility or similar facility, one year of which must have been in a supervisory capacity; OR
- C) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in one of the above mentioned fields including or supplemented by 12

credit hours in dietetics, nutrition, quantity food production, quantity menu development, food administration and management or closely related coursework and four years nutrition program administration or large scale foodservice management in a hospital, senior citizen center, school lunch program, day care center or extended care facility or similar facility, one year of which must have been in a supervisory capacity; OR

- D) An equivalent combination of training and experience as defined by the limits of A) and B) above.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

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COMPETITIVE