

NUTRITION PROGRAM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the municipal administration, an incumbent of this position administers and coordinates the various activities and programs for communities participating in a federally funded Nutrition Program. Depending upon the size and scope of the nutrition program, the incumbent may also be responsible for providing some type of programming for seniors at the various nutrition sites. This is an important administrative position, responsible for the local organization, coordination and efficient functioning of the sites in the federally funded nutrition program for senior citizens. Program can include serving meals at a community based site or delivery to a home. Supervision is exercised over Nutrition Site Managers and subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains daily contact at nutrition sites with Nutrition Site Managers; visits nutrition sites;

Plans nutrition education as necessary;

Coordinates all nutrition programs with Nutrition Site Managers;

Supervises the receipt, checking, and storage of food supplies;

Corresponds with private and governmental agencies and individuals to seek out programming, funding and services;

Obtains all necessary supplies, films and transportation, for effective conduct of daily and special activities;

Prepares reports, communications and data summaries, for various local and Office for the Aging officials;

Plans daily program activities at each nutrition site and provides same to Nutrition Site Managers;

Determines need for supportive services including outreach, transportation, information and referral;

Acts as liaison for senior citizens to communicate needs and/or concerns to senior citizen program administrator or elected municipal officials;

Keeps continuous and up-to-date resource file of community resources available;

Seeks out community resources and services geared to senior citizens and prepares a monthly schedule of programs or special presentations;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of quantity food preparation and service techniques, particularly related to the elderly; good knowledge of eating habits, nutritional needs and food interests of the elderly; knowledge of community agencies, services, facilities that may be utilized to help the elderly; ability to organize, plan and supervise the work of others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to keep records of average complexity and to submit reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to relate to the problems of senior citizens; ability to communicate clearly and effectively both orally and in writing; ability to get along well with others; ability to organize and direct personnel; tact; resourcefulness; integrity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in food service work in a restaurant, school lunch program, hospital day care center, senior citizens' center, nursing home or related field, which must have included one (1) year serving as a manager overseeing food preparation.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to four years of the work experience described above. There is no substitution for the one year experience as a manager overseeing food service preparation.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment. It is the responsibility of the appointing authority to ensure that the candidate meets the requirements prescribed by the New York State Department of Motor Vehicles throughout the course of employment.