

POSITION DESCRIPTION

POSITION TITLE: NUTRITION COORDINATOR

RESPONSIBLE TO: DIRECTOR

DUTIES AND RESPONSIBILITIES

Responsible for the day to day management and required administration functions of the Congregate Nutrition and Transportation Programs.

- (a) Maintain adequate records to document program activities i.e., participant intake records, attendance records, etc.
- (b) Training and supervision of site managers.
- (c) Recruiting and training volunteers.
- (d) Monitoring all nutrition sites to make certain they are operating in compliance with grant at all times.
- (e) Encourage participants to contribute to Cost Sharing Income.
- (f) Responsible for planning on going programs for sites.
- (g) Provide outreach activities to identify and attract health impaired socially and/or economically needy persons in need of nutrition/services.
- (h) Arrange transportation for participants when possible and feasible.
- (i) Assist with program planning and writing yearly proposals.
- (j) Make regular on site visits to each Congregate Meal Site for interaction with participants and to visually monitor site managers.
- (k) Ensure timely monitoring of congregate and transportation units and implement the necessary action.
- (l) Ensure annual performance evaluation of all subordinate staff.
- (m) Prepare necessary reports as required by agency funding sources.
- (n) Perform other duties as delegated by the Director.

QUALIFICATIONS DESIRED

- (a) A degree in Food Services, Home Economics, Nutrition or related field is desirable.
- (b) Should have experience in Food Service Management.
- (c) Must be sympathetic to the needs and problems of the elderly, and to those persons who are economically disadvantaged.
- (d) Be resourceful, creative and capable in the areas of planning, organizing, supervising and reporting.
- (e) Effective oral and written communication skills.
- (f) Good computer skills, desirable.