

## **SENIOR NUTRITION MANAGER**

### DEFINITION

To oversee the Senior Nutrition Program and operations. The position includes administering, planning, directing, assessing, implementing, and evaluating the program to meet the nutritional needs of seniors.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision by department head or designee, exercises direct supervision over Senior Nutrition Program staff

### EXAMPLE OF TYPICAL JOB FUNCTIONS - *Duties may include, but are not limited to, the following;*

Plan, organize and supervise the work of assigned staff; train staff in food preparation procedures and techniques and kitchen equipment operation.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Establishes standards for receiving, storing, and inventorying food and non-food supplies based on sound principles of management.

Order, receive and store food inventories; conduct inventories of food and supplies; rotate food stock as necessary; order cleaning supplies for the kitchen.

Supervise, coordinate and prepare the meals for seniors; set up and serve seniors; maintain meal records.

Prepare monthly menus; estimate quantities of food and supplies required for daily and weekly use; adjust food orders and menus to accommodate allocated budget.

Oversee the cleanliness and orderliness of kitchen; maintain cleanliness and ensure safe operation of machines by inspecting machines and performing minor adjustments.

Ensure compliance with health and safety rules and regulations.

Follows procedures to ensure the food production system provides safe and nutritious food of high quality.

Ensures operational procedures for efficient and effective food production and distribution.

Implements a cost-effective procurement system.

Ensures compliance with all local, state, and federal laws, regulations, and policies.

Develops guidelines for providing services in response to disaster or emergency situations.

Develops cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.

Maintains familiarity with all budgets and line items for the program. Ensures knowledge of allowable costs and other budgetary guidelines as determined by the department head or designee.

Establishes and maintains good relations with participants of program and interested public. Ensures that site environments are responsive to the social and nutritional needs of seniors and that the dignity of every patron is respected by program staff.

Monitors expenditures to insure ability, propriety, and budgetary control.

Perform related duties as assigned.

**QUALIFICATIONS:**

Knowledge of:

Preparation and delivery of well balanced and nutritionally sound meals to seniors.

Procedures, methods, techniques and equipment used in food preparations for large quantities of people.

Principles of sanitation, health and safety practices.

Principles and procedures of record keeping.

Basic principles of supervision and training.

Basic arithmetic.

Safe work practices used in food preparation.

Ability to:

Plan, organize and supervise the preparation of large amounts of food.

Communicate and work effectively with senior citizens.

Operate cafeteria equipment.

Prepare clear and concise reports.

Maintain records.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of the required experience and education listed below that provides the required knowledge and abilities is acceptable. A typical way of getting the knowledge and abilities is outlined below:

Experience:

Two years of responsible experience in preparing and planning food menus for large amounts of people.

Training:

Must possess a California Food Handlers Certification

Possess an associate degree in institutional food service management, or a closely related field, such as, but not limited to, restaurant management, plus two (2) years' experience as a food service supervisor

Substitution: Demonstrate experience in food service, such as, but not limited to, cooking at a restaurant, and within twelve (12) months of hire successfully complete a minimum of twenty (20) hours specifically related to food service management, business administration, or personnel management at a college level. Prior to completion of meeting the hours, this individual's performance shall be evaluated through quarterly monitoring by a registered dietitian OR Two years' experience managing food services. Such experience shall be verified and approved by a registered dietitian prior to hire

License:

Possess and maintain a valid California driver's license, Class C or higher, to carry out job related

duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

PHYSICAL DEMANDS

The employee is continually required to walk, sit, and talk or hear. Must have sufficient fine finger dexterity to use hand to finger, handle or feel objects, tools or controls. Occasionally required to climb or balance, stoop, kneel, crouch or crawl. Corrected hearing and vision to normal range. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds as necessary to perform job functions. Use of office and kitchen equipment.

WORKING CONDITIONS:

Employees work in a food service environment with moderate noise levels, extreme temperature conditions, steam, fumes, odors from cooking, and occasional exposure to hazardous physical substances.