

## NUTRITION PROJECT SITE SUPERVISOR

Work in this class involves coordinating the activities of congregate meal sites and home delivered meals for elderly participants in a county.

Under the general supervision of the project coordinator, employees supervise employees in the preparation and serving of meals, maintain clerical records, check inventories of food and supplies, coordinate volunteer participation, plan and coordinate recreation activities, contact participants and arrange transportation, consult with participants on problems and refer to professionals for guidance, and perform related work as required.

### I. DIFFICULTY OF WORK:

Complexity - Work tasks are generally recurring. The variety is in the planning and coordination of recreational and informational activities provided for the participants. Unexpected situations such as extreme weather, patient illness at the sites, or transportation difficulties cause the employee to adjust current schedules and meal participation or to react to emergencies through first aid or other emergency procedures.

Guidelines - Guidelines are provided for the record keeping duties. General guidance is provided on problem situations as they arise. Employees are provided training on first aid and other emergency procedures.

### II. RESPONSIBILITY:

Accountability - Employees are responsible for supervising employees and volunteers in preparing and serving meals to participants, for planning and coordinating the various activities of interest to participants, for planning the transportation routes for home delivered meals and pick-up of participants, and accounting for donations from participants.

Consequence of Action - Employees have responsibility for clients health and safety during the activities at the site or during activities involving travel to parks, shopping areas, or activities at other sites in the county.

Review - Work is reviewed through routine reports of activities, numbers of meals and participants, monies collected, and explanation of unusual occurrences.

### III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Contacts are generally with a variety of participants ranging from healthy to disabled, frequently from incomes requiring public assistance. Discussions concern the health status of participants and their incomes in order to determine their individual nutrition needs and for reference to programs to meet their specific needs.

Purpose - Contacts vary from general discussions with participants to learn health status, nutritional needs, or other concerns to discussions with professionals in the county concerning participants. Employees keep abreast of the participants habits, family life, and activities to be aware of unusual changes or specific needs of the participants.

IV. WORK ENVIRONMENT:

Nature of Working Conditions - Work is performed primarily in a community center setting with participants visiting to obtain meals, have fellowship, and be involved in recreation and informational activities. Occasional travel is required to activity sites.

Nature and Potential of Personal Hazards - Employees are exposed to potential personal injury during travel or from participants requiring medical attention. Familiarity with the participants' medical conditions and exercise of tact decreases the potential for physical harm.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - General knowledge of the social, economic, health and environmental conditions of the participants served. Knowledge of the nutritional and recreation needs of the elderly. Ability to perform minor record keeping and maintain the budget for the site. Ability to plan activities and projects based on the needs and interests of the participants. Ability to relate to the needs of the elderly. Ability to establish and maintain effective working relationships.

Minimum Education and Experience - Education equivalent to graduation from high school and one year of experience in performing similar tasks in a hospital, nursing home, school, camp, or other social service area; or an equivalent combination of education and experience.