

NUTRITION PROJECT COORDINATOR I

This is administrative and supervisory work in directing a small nutrition program for the elderly in a county. Work involves overseeing the operation of the program and developing activities to promote the program to the elderly population and to recruit volunteers to assist in the program.

Under the administrative supervision of the Social Services Director, the employee is responsible for planning, general administration, and coordination of a congregate meal site or home delivered meal program in a county. Work involves the supervision of a meal site supervisor who oversees the day-to-day operation of the site and activities for the participants. Employees ensure that policies and guidelines pertaining to the program and funding sources established by the state and federal governments are followed. Work may include other duties as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan meals based on the nutritional needs of the participants and establish contracts with caterers or direct the on-site preparation of meals. Work may involve the development and coordination of fund-raising activities for the program or a congregate meal site within the county. Work involves overseeing the day-to-day operation of the site through the reports and records of the site supervisor.

Organizing and Directing - Employees assist the site supervisor in developing transportation routes for pick-up of participants or delivery of meals to the homes. Employees determine plans for delivery or re-routing of transportation during inclement weather or unexpected situations.

Budgeting - Employees prepare yearly budgets and justify request to supervisor. Work involves writing proposals and application documents for grant or other program funding from the state and federal governments. Employees oversee expenditures of the site and approve the payments of bills to the county finance office.

Training - Employees determine the training needs of permanent employees and volunteers. Formal training sessions in first aid, food handling, and safety are arranged for employees as needed. On-the-job training is provided in record keeping, inventorying, and determining participants' needs.

Setting Work Standards - Employees develop the criteria and procedures for measuring the performance of employees based on the standards established by the Department. Employees ensure that agency policies are followed in evaluating and discussing the performance of employees.

Reviewing Work - Employees review monthly reports and records of activities, loonies collected, and number of meals served from the site supervisor. Individual problems or large activities are discussed as they occur.

Counseling and Disciplining - Employees seek to resolve minor complaints or grievances through discussions with employees. Major disagreements or problems are referred to superiors with recommendations for action.

Performing Other Personnel Functions - Employees interview and make recommendation on hiring, firing, promotions, salary adjustments, or disciplinary action to superiors. The site supervisor participates in and provides input on positions and employees under their immediate supervision.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Program goals and guidelines are established by the state and federal funding sources. Recreation and informational programs are planned based on the needs and interests of the participants. Guidelines may change as funding sources change or are deleted.

Variety of Work Supervised - Employees supervise employees involved in directing the operation of a congregate or home-delivered meals program, cooks that prepare the food according to established specifications, and volunteers that assist in serving or delivering meals to participants.

Number of Employees Responsible For - Employees supervise one to eight permanent staff and numerous volunteers in the program.

III. EXTENT OF SUPERVISION RECEIVED: Employees receive general guidance on program goals, guidelines and funding source requests. Employees inform superiors of various program activities and discuss unusual situations or problems as they arise.

IV: SPECIAL ADDITIONAL CONSIDERATIONS: Employees may be responsible for a congregate meal site which involves supervision of a site supervisor at a different location or the home-delivered meals program which involves travelling employees.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Knowledge of the principles and practices of nutrition and food service management. Knowledge of the social and physical needs of the elderly. Knowledge of community resources that can be used to assist in the comprehensive nutrition program. Ability to relate to the needs of the elderly and interact effectively. Ability to communicate effectively in oral and written form. Ability to organize the work of others. Ability to establish and maintain effective working relationships.

Minimum Education and Experience - Graduation from a four-year college or university preferably with a major in home economics or food service management, or 12 hours in dietetics or nutrition; or an equivalent combination of education and experience.