

NUTRITION PROJECT COORDINATOR II

This is administrative and supervisory work in directing a larger nutrition program for the elderly in the county. Work involves overseeing the operation of the program and developing activities to promote the program to the elderly population and fund-raising sources and to recruit volunteers to participate in the program.

Under the administrative supervision of the Social Services Director, the employee is responsible for planning, general administration, and coordination of the congregate meal site and home delivered meal programs in a county. Work involves the supervision of meal site supervisors who oversee the day-to-day operation of the sites and activities for the participants. Employees ensure that policies and guidelines pertaining to the programs and funding sources established by the state and federal governments are followed. Work is distinguished from the Nutrition Project Coordinator I by the size and scope of the programs based on the number and geographical distribution of participants; size and complexity of the organization, budget, and staff; and the extent of the relationship to supportive agencies and institutions. 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 involves the development and coordination of fund-raising activities for the program and various sites within the county. Work involves overseeing the day-to-day operation of the sites through reports and records of the site supervisors.

Organizing and Directing - Employees assist the site supervisors 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 develop working relationships with community and volunteer groups to increase funding or seek monetary assistance for the programs. Employees oversee expenditures of the sites and approve 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, monies collected, and number of meals served from the site supervisors. Individual problems or large activities are discussed as they occur.

Counseling and Disciplining - Employees seek to resolve more 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. Site supervisors participate and provide input on positions or employees under their direct 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 the supervision of congregate or home-delivered meals programs, 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 seven to fifteen 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 work with a great degree of independence, but keep superiors informed through activity reports and discussion of unusual problems as they arise.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employees may be responsible for more than one congregate meal site which involves supervision of site supervisors at different locations 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 and one year of experience in managing a program of food service or recreation for community participants; or an equivalent combination of education and experience.