

# **Crawford County Commission on Aging Job Description**

## **Title**

Nutrition Manager

## **General Description**

Plans, promotes, directs and evaluates all meal programs for the older adult population of Crawford County. Supervises, trains, schedules and evaluates all kitchen staff and volunteers.

## **Essential Duties**

Plans menus in accordance with Office of Services to the Aging (OSA) dietary guidelines. Plans menus for all special events. Prepares monthly menu and receives approval for needed changes.

Directly responsible for quality and quantity of meals served each day.

Orders food and supplies weekly to ensure adequate supply for meal preparation and kitchen maintenance. Works with food suppliers to review new items and specials offered.

In conjunction with the Director, facilitates repairs or purchase of equipment as needed.

Responsible for complete inventory control with respect to reporting, control and the assistance in preparation of inventory & cost control reports.

Prepares route sheets for meal drivers in conjunction with the Assistant Director.

Provides assistance and oversight to programs, activities and fundraisers when food or nutrition is involved.

Ensure and monitor that sanitary conditions are maintained in the kitchen, dining room, recreation room and off-site functions.

Ensure all employees and volunteers are in compliance with all health department standards and codes as well as AASA standards. Ensures food and equipment temperatures are monitored and within guidelines.

Record food temperatures as required and notify Director of any consistent patterns of non-compliance.

Maintain, accurately compile and be accountable for required records and reports to be submitted on a timely basis.

Investigates and resolves food quality and service complaints. Responsible for annual satisfaction surveys.

Creates and analyzes kitchen/dining procedures in order to design efficient work flows.

Ensure monthly nutrition education occurs with meal participants.

Works with other community organizations to foster relationships which strengthen our ability to serve older adults.

### **Other Job Duties**

Keep Director informed of progress or problems as they arise.

Observes safety and security procedures for the protection of employees, participants and volunteers.

Participate in meetings, workshops, conferences and training as directed.

Provides coverage in absence of other kitchen staff and volunteers.

Other duties as assigned by the Director.

### **Supervisory Duties**

Direct supervision of Cook, Kitchen Assistant and Volunteers working in conjunction with the meal programs. Responsibilities include interviewing, hiring and training employees; planning, scheduling, assigning and directing work; appraising performance; completes payroll and expense requests; addressing complaints and resolving problems.

## **Supervision Received**

Supervision given by the Director or the Assistant Director in absence of the Director.

## **Minimum Qualifications**

High school graduate or equivalent.

Three or more years' experience as a Cook.

ServSafe certified.

Certified Dietary Manager - preferred

Supervisory experience and ability to establish and maintain a positive work environment required.

Culinary School training and/or experience in menu planning and preparation, nutrition and food cost management preferred.

## **Knowledge, Skills and Abilities**

Ability to lift up to 25 pounds.

Position requires standing 90% or more of a work day.

Ability to maintain good personal hygiene.

Knowledge of commercial kitchen equipment and operation.

Knowledge of confidentiality rules regarding to the protection of older adult's personal information.

Ability to prepare and maintain concise and complete records.

Ability to operate various computer programs including word processing, spreadsheets and the ability to do internet ordering.

Strong interpersonal communication skills, including listening.

Ability to delegate assignments to staff and volunteers. Ability to manage staff and volunteers. Ability to make self available to provide support and direction. Ability to monitor delegated assignments and set expectations.

Strong organizational and time management skills.

Ability to understand and follow verbal and written instructions.

Ability to communicate effectively and appropriately both verbally and in writing.

Ability to work independently, organizing and structuring own work.

Ability to exercise initiative.

Strong innovation skills which include resourcefulness and creativity.

Ability to perform duties thoroughly and accurately. Looks for ways to improve quality and efficiency. Willingness to accept constructive criticism to improve performance.

Commitment to a high standard of ethical behavior. Treats others with respect. Upholds organizational values of customer service, professionalism and positive attitude. Actively promote Agency mission, vision and values.

Problem solving ability; ability to use good judgment, courtesy and tact in interactions with others and in handling problems.

Ability to represent the agency in a professional manner.

Ability to maintain effective and harmonious relations with other employees and the public.

Maintains appropriate boundaries with clients and participants.

Must be a team leader who provides a positive role model for subordinates, co-workers and the general public.

Tolerates pressure well in addition to accepting responsibility for own actions.

Familiarity with the dietary problems and issues confronting the elderly and disabled in the local community.

Ability to create a warm and inviting atmosphere to all participants of the Senior Center.

Ability to speak, writes, read and understands English with proficiency.

## **Special Qualifications**

Possession of a current Michigan Driver's license and access to an insured, reliable, personal vehicle for use.

Possession of CPR and First Aid certification or be willing to become certified.

Ability to pass a TB skin test.

Ability to pass a Criminal History background review through the Michigan State Police.

Ability to pass the ServSafe test and be ServSafe certified.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job related instructions and to perform any other job related duties requested by the Director.

Requirements are representative of minimum levels of knowledge, skills and abilities. To perform the job successfully, the employee will possess the abilities to perform each duty proficiently.

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