

Job Title: Nutrition Services Manager
Revised: October 2020
Reports To: Senior Services Director

Location: Administrative Office
Program: Senior Services
Classification: Exempt, Salary

POSITION OVERVIEW

Manage MDSCAA nutrition services both congregate and in home delivery. Promote and market nutrition services. Oversee all head cooks. Inventory Control. Coordinate commodities distribution. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and their funding sources.

REQUIREMENTS

- Associates degree in food service or management area with experience in food service setting. Bachelor level preferred.
- Experience managing a kitchen or food setting.
- ServSafe Food Safety certified.
- Supervisory experience required.
- Ability to work effectively with multiple staff, other organizations and the public.
- Excellent communication skills (both written and oral).
- Working knowledge of computers, Microsoft Office programs including Excel. Able to learn new data based programs.
- Dependable transportation and willing to travel if needed.
- Adhere to strict client confidentiality.
- Perform well under pressure and in emergencies.
- Submit to criminal background check.

JOB ESSENTIALS

- Oversee and coordinate daily operation of congregate and home delivered meals services.
- Supervision of head cooks at multiple kitchen sites across three counties.
- Monitor kitchens and meal sites, ensuring health department and funding source standards are adhered to.
- Work with senior center supervisor to ensure meal runs are monitored for efficiency and quality.
- Liaison to Head Start for contracted meals.
- Ensure kitchen facilities and equipment are properly maintained. Purchase equipment as needed.
- Accurately prepare nutrition services invoices for accounts payable.
- Coordinate nutrition staff in-services as required by funding sources.
- Track congregate and home delivered meals for NAPIS report.
- Track meal donations, reporting discrepancies to program director.
- Track program vehicle maintenance and ensure vehicle upkeep and safety measures are in place.
- Track and bill waiver and contractual meals, ensuring work orders are followed.
- Monitor raw food and supply orders for price/quality.
- Develop and monitor menus, ensuring federal and state guidelines are met.
- Manage food and supply inventory with assistance from the head cooks.

- Coordinate and monitor monthly and quarterly food distributions, submitting reports as required by funding source.
- Monitor quality assurance plan to meet funding source guidelines.
- Attend all trainings and meetings as required by senior services director.

ADA Physical Activities Checklist

- **Balancing:** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- **Hearing:** Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive Motion:** Substantial movements (motions) of the wrists, hands, and/or fingers.

ADA physical requirements of this position

- **Light work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm, and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

The worker will be subject to the following conditions

- None. The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work).

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND
OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF
SENIOR SERVICES DIRECTOR.**