

# Cass County Council on Aging

## Job Description

**Job Title:** Director of Nutrition

**Job Summary:** Under the supervision of the Care Services Team Leader has the responsibility to organize and direct all operations of agency's food services, including but not limited to preparing food for the county Congregate Meal Sites, the Meals on Wheels Program and other catering functions.

**Nature and Scope of Job:** This position provides daily management of the kitchen, following menus, ordering supplies and direct daily program management to Senior Nutrition Services meal sites under contractual management supervision. Close cooperation will be required between SNS and COA to ensure that all nutrition related rules and policies are followed. Position also coordinates, monitors, and evaluates the Meals on Wheels Program.

### **Essential Job Functions:**

#### A. Program Development and Management

1. Coordinates all food service operations including:
  - a. preparing meals for 3 congregate meal sites, Adult Day Service, and Meals on Wheels following the menus provided by Senior Nutrition Services.
  - b. ordering raw food and other supplies as needed.
  - c. ordering/canceling of daily meals for congregate sites and MOW's
  - d. insuring cleanliness of kitchen, food transport and storage equipment
  - e. complying with all aspects of the kitchen contract with Senior Nutrition Services
  - f. ensuring daily meal temperature is within standards
  - g. maintaining safe food handling techniques.
  - h. preparing and providing set up for all catering events.
2. Supervises and evaluates Prep Cook, MOW Coordinator, Food Service Aide and Café Hostesses assigned to the program.
3. Regulates cost and budget control for food department.
4. Coordinates and maintains existing volunteer program for food service department by:
  - a. working in cooperation with the Human Resources Team Leader to recruit, train, supervise and evaluate volunteers.
  - b. verifying documentation of volunteer hours for submission to the Human Resources Team Leader.
  - c. verifying mileage sheets for submission to accounting for reimbursement.
  - d. scheduling drivers for the meal sites and delivery routes.
  - e. Assists in the coordination of at least two in-service training programs for the food service volunteers annually.
5. Coordinates Meals on Wheels program operation including:
  - a. transporting of meals
  - b. planning of efficient routes for volunteer delivery
  - c. keeping route sheets and maps up to date
  - d. maintaining meal delivery documentation for USDA
  - e. maintaining documentation of the "drop" and "adds" for various reports.
6. Coordinates and communicates with SNS to ensure that all food related aspects of the program are handled accordingly to established rules and policies and to provide feedback concerning the food product.
7. Ensures all meal site staff maintain and report all program statistics as required
8. Monitors regularly the maintenance of required documents, signatures, etc. at the meal

- sites and completes monthly reports for various funding sources and agency administration.
9. Helps coordinate transportation to the meal sites in cooperation with Senior Nutrition Services and Public Transport
  10. Delivers meals when any driver is not available.
  11. Monitors the routes by riding with a staff and/or volunteer driver on various delivery routes.
  12. Participates in staff and team meetings as required.
  13. Works cooperatively with key staff to achieve department goal.
  14. Follows the agency's safety and health procedures to ensure safe working practices on the job and in the client's home.
  15. Performs other duties as required.

**B. Director Responsibilities:**

1. Be a representative of the Council on Aging
2. Be in the building to greet clients, caregivers, and potential clients interested in knowing more about the services we offer, except when other job responsibilities take you outside the building.
3. Be available to work evening or weekend functions when needed.
4. Be involved in at least one community organization.
5. Speak to community groups when needed.

**Minimum Requirements:**

Education: Associates Degree preferred. Coursework in nutrition, food services management or related field desired.

Experience: One-year food service/dietary management. Previous experience working with older adults or in a human services agency desired.

Other: May require a car and valid driver's license.

Certifications: Must maintain current CPR, First Aid, AED and Serv Safe certification.

**Skills and Abilities:**

1. Ability to relate well with people and to motivate staff and volunteers
2. Maturity; tolerance; patience; compassion.
3. Ability to work as part of a team with minimal supervision.
4. Sense of respect for clients and the ability to maintain confidentiality of client situations.
5. Ability to perform basic computer functions such as word processing, database and spreadsheets.
6. Ability to operate routine office equipment.
7. Ability to work under pressure in a fast paced environment.
8. Ability to maintain calmness, patience and good sense of perspective under sometimes very difficult circumstances.
9. Possess basic knowledge of community resources as they relate to human services.
10. Ability to communicate both orally and in writing.
11. Ability to perform basic accounting.
12. Ability to accept responsibility.
13. Ability to organize work and complete assigned tasks.
14. Pleasant voice, tactful and courteous.
15. Ability to assess home situations as to actual need and frequency of services.

16. Ability to relate well with people in their home with respect to their privacy and life style.
17. Ability to exercise good judgment.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They also reflect the minimum skills and experience levels associated with performing the essential job functions. They are not intended to be an exhaustive list of all duties, skills and responsibilities of personnel in this position. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along job related selection or promotional criteria.*

**Physical Requirements**

- Ability to lift cartons of food weighing up to 45 lbs. and move to counters.
- Ability to lift trays of food weighing up to 25 lbs. and move to counters.
- Ability to endure long periods of standing.
- Ability to reach for food supplies in storage, cooler, and freezer.
- Ability to reach, bend, and stoop to inspect food items and food service equipment.
- Ability to bend to place and remove pans of food from oven.
- Ability to sit for prolonged periods while entering data to the computer.
- Ability to access office files.
- Ability to enter and access information to the computer.

*Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.*

**Working Conditions:**

- Works in office conditions and kitchen area.
- Works with ovens, freezer, blenders and various other pieces of kitchen equipment.
- Exposure to hot stoves, hot trays of food, hot water, and steam.
- Works with sharp knives and other utensils.
- Exposure to extremely cold temperatures while taking foods out of walk-in freezer.
- Exposure to chemical cleaning products.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chief Executive Officer)

*I attest that I have read, understand, and received a copy of this job description and am able to carry out the responsibilities as listed.*

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

**FLSA Status:** Salary, Exempt  
Professional I  
January 2014