



NUTRITION SITE SUPERVISOR

DEFINITION

Under general direction, oversees the City's Senior Lunch Program, serving daily lunches to older adults and disabled adults, coordinates with contract food caterer, County Nutritionist, federal agencies (if applicable) in planning menus to meet basic daily nutritional requirements; maintains program records; collect data and prepare weekly, monthly and quarterly reports; works collaboratively with the Senior Center Inc. as well as other agencies serving the senior population; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Programs Manager. Exercises technical and functional direction over and provides training to lower level staff.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification that is responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff assigned to assist with the Senior Lunch Program. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. The incumbent receives only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
- Checks and tabulates standard arithmetic or statistical data; summarizes and compiles such information and prepares periodic numerical reports.
- Prepares, processes, and tracks purchase requisitions for services and materials; enters purchase information into computer system; ensures issuance of purchase order; coordinates delivery of services and materials; receives vendor invoices.
- Coordinates with caterer and county personnel in planning menus and orders appropriate lunches and necessary supplies and works with Senior Center staff to ensure the lunch facility is open and closed properly each day.
- Ensures safe food handling procedures and that lunches are maintained at the correct and proper temperature.
- Greets and registers participants and visitors and responds to telephone calls and walk-in inquiries pertaining to the nutrition program.
- Recruits, supervises, and trains city volunteers for the nutrition program.
- Administers basic first aid, as necessary.
- Perform related duties as required.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Kitchen equipment safety and safe food handling practices and procedures.
- Basic record keeping principles and practices.
- Applicable state, federal and local statutes, laws, rules and regulations that apply to the area of assignment.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of volunteers and lower level staff and effectively provide staff and volunteer leadership and work direction.
- Maintain high standards of sanitation and safety.
- Keep accurate records and provide monthly reports to the City, County, State and Federal Agencies as required.
- Handle stressful and sensitive situations and assist with emergencies in a calm and effective manner and perform first aid or resuscitation procedures, as necessary.
- Read and effectively communicate to others the policies, procedure, statutes, local rules, codes and regulations pertaining to assigned programs and functions.
- Fluently speak and read other languages, is desirable.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the qualifications outlined in California Code of Regulations, title III, section 7636.3 which are:

- (a) The nutrition services provider shall have a manager on staff who shall conduct the day-to-day management and administrative functions of the Elderly Nutrition Program, and either have (1), (2), or (3):

- (1) Possess an associate degree in institutional food service management, or a closely related field, such as, but not limited to, restaurant management, plus two years experience as a food service supervisor, or,
- (2) Demonstrate experience in food service, such as, but not limited to, cooking at a restaurant, and within twelve (12) months of hire successfully complete a minimum of twenty (20) hours specifically related to food service management, business administration, or personnel management at a college level. Prior to completion of meeting the hours, this individual's performance shall be evaluated through quarterly monitoring by a registered dietitian, or,
- (3) Two years experience managing food services. Such experience shall be verified and approved by a registered dietitian prior to hire.

(b) Personnel. There shall be, at a minimum, a manager as required in (a) above, and a paid staff or volunteer as required in subsection 7638.1(b)(1) below. There shall also be a sufficient number of qualified staff with the appropriate education and experience to carry out the requirements of the Program. The total number of staff shall be based on the method and level of services provided, and size of the service area.

(c) Preference to Older Individuals. Preference shall be given to hiring older individuals subject to the qualifications of the position.

(d) Volunteer Services. Volunteers shall be recruited and used in any phase of program operations where qualified.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of a National Professional Food Manager Certification.
- Possession of a First Aid Certificate or the ability to obtain one within six (6) months of appointment.
- Possession of a CPR Certificate or the ability to obtain one within six (6) months of appointment.

PHYSICAL DEMANDS

Must possess the mobility to frequently stand and walk; required to quickly respond to emergency situations and to location of incident. May be required to stoop, bend, and twist. Incumbents need to have the ability to physically assist senior citizens in arriving to and/or departing from the lunch table or dining room, ability to use hands and finger, handle, feel or operate objects, tools, or controls; and, reach with hands and arms, handle, manipulate and feel; ability to reach with hands and arms; ability to speak and hear; ability to occasionally lift and/or move up to 50 pounds, climb flights of stairs; specific vision abilities required by this job include close vision and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.