

SENIOR NUTRITION PROGRAM COORDINATOR

Definition:

Under direction, to assist in the administration, planning, and coordination of all activities related to the Senior Nutrition Program; to supervise and train support staff; and assist in the evaluation and implementation of current and new program services to Seniors throughout Kern County.

Distinguishing Characteristics

The Senior Nutrition Program Coordinator is responsible for the administration of all aspects of the Senior Nutrition program in accordance with the standards established by the California Department of Aging Title III.

Essential Functions:

- Responsibilities include direct supervision over full-time, part-time and volunteer staff.
- Plans, organizes, directs, trains and evaluates the performance of Nutrition staff.
- Oversees nutrition program operations, including food preparation; delivery systems; sanitation and safety activities; and plan menus to assure compliance with State regulations.
- Conducts total nutrition activities for both the Congregate and Home-Delivered meals.
- Develops the guidelines of the program; establishes and maintains quality work standards.
- Establishes and maintains safety and sanitary procedures throughout the entire operation.
- Responsible for the orderly collection of nutritional program data and the development of nutritional resources.
- Identifies problem areas and develops ways to solve them in a timely manner.
- Provides technical assistance to and coordinates activities with public agencies and community groups, including public speaking and other public relations activities.
- Provides for the economical acquisition of resources for the program, including facilities, supplies, food and equipment; and maintains inventory records.
- Prepares annual budget requests and monitors expenditures.
- Maintains applicable fiscal records of program activities.
- Maintains personnel records and other administrative records related to the nutrition program.
- Assists other department staff as required.
- Perform related duties as assigned.

Employment Standards:

Graduation from an accredited college or university with a degree in Business Administration, Social or Behavioral Science, Human Resource Management, Gerontology, or related field.

OR

Associate's Degree with emphasis in Food Service Management, Business Administration, Personnel and/or Human Resource Management or Gerontology AND two (2) years of increasingly responsible management experience.

OR

Any equivalent combination of training and experience.

Knowledge of: the principles of practices of management and supervision; principles of nutrition and food service management; structure and purpose of community and governmental organizations; principles and practices of financial record keeping; basic accounting concepts; fund raising and grant writing techniques; concerns of the elderly; food management and nutrition. Knowledge and ability to use other public and private community, state and federal resources.

Ability to: manage diverse program activities; supervise, train, and evaluate subordinates and volunteers; establish and maintain collaborative relationships with various public and private agencies; deal effectively with the public and other interested groups; maintain a variety of programmatic and activity records; and communicate effectively, orally and in writing.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

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