

## SENIOR NUTRITION SITE COORDINATOR

### **Definition:**

Under general supervision, responsible for the Congregate Nutrition Site and Home-Delivered Senior Nutrition Program.

### **Distinguishing Characteristics**

This classification plans, organizes, directs and coordinates Senior Nutrition Site programs, including home meal delivery and congregate site service and assist the Senior Nutrition Program Coordinator in the coordination of programs. Incumbents are required to manage all programs in accordance with the standards established by the California Department of Aging and Title III - Older Americans Act.

### **Essential Functions:**

- Plans, coordinates, trains and oversees the work of staff.
- Recruits, selects, trains, and oversees volunteers.
- Performs assessment and re-assessments of Congregate and Home-Delivered Meal participants.
- Maintains program participant information for both the Congregate and Home-Delivered Meal participants; maintains attendance records; records of meal reservations and all other records and reports as required by California Department of Aging.
- Monitors the collection of monies; calculates and records all monies collected daily; and deposits monies collected from the Congregate and Home-Delivered meal participants.
- Oversees, operates, and maintains an institutional kitchen and/or dining area.
- Prepares and serves simple foods and beverages.
- Complies with and maintains safety and sanitary procedures.
- Attends and participates in staff meetings, training sessions, and public and community meetings.
- Prepares reports.
- Utilize standard office equipment including a computer to input client records and information.
- May be required to deliver meals.
- Performs other related duties as required.

### **Employment Standards:**

High School Diploma, G.E.D. or equivalent AND one (1) year of experience providing services in an administrative, food service management or social services capacity or any equivalent combination of training and experience.

Possession of a valid California Motor Vehicle Driver's License is required.

**Knowledge of:** principles of nutrition and food service management; basic record keeping; report writing and basic accounting concepts.

**Ability to:** manage, train, and oversee staff and volunteers; establish and maintain good working relationships with staff and the public; work with seniors; maintain records; client confidentiality; collect and calculate monies; lift and load meal transporters and ice chests in delivery of meals; lift commercial sized packaged foods and kitchen equipment; push and/or pull fully loaded food service carts; communicate orally and in writing; and prepare reports.

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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