

## **Job Posting: Nutrition Specialist, Full-time**

This position is responsible for supervising the operations of the Congregate Meal program of Meals on Wheels by ACC (MoW). The position reports to the Nutrition Services Manager and works closely with the Café Service Coordinators, MoW program staff, volunteers, and community organizations. This is an exempt position.

This position will: (a) build and maintain effective partnerships with congregate café coordinators, community staff and contracted facilities to assure program requirements and goals are met; and (b) develop and provide nutrition education to senior participants that addresses the nutritional needs of older persons;

### **JOB FUNCTIONS:**

- Supervise the day-to-day operations of the Congregate Meal program, serving an average of 800 meals per day to senior participants at multiple All Seasons Café locations throughout the county.
- Directly supervise three MoW Café Service Coordinators and one Nutrition Program Assistant. Interview and recommend candidates for hiring. Train, supervise, and evaluate performance of all direct reports.
- Indirectly supervise 17 community staff Café Service Coordinators. Train and supervise staff in collaboration with contracted facility administration.
- Provide technical assistance to Café Service Coordinators regarding the interpretation and implementation of congregate program policies and procedures. Monitor for adherence to requirements of congregate program.
- Collaborate with contracted community facility administrators to assure congregate program services are administered per agreed upon contract. Effectively identify and solve program related issues related to staff training, alternate schedules and closures, and facility needs.
- Monitor meal quality, food handling and sanitation practices of congregate meal sites by conducting quarterly onsite reviews. Monitor for accurate implementation of food service, registration, documentation of meal data, and use of security procedures for the collection and accurate reporting of program contributions. Submit inspections to Nutrition Services Manager for review.
- Research, develop and present nutrition education quarterly to congregate senior participants at congregate meal sites. Research and develop monthly nutrition article for HDM participants. With oversight by Nutrition Services Manager, respond to general nutrition inquiries from participants; research additional information to respond to participant inquiries as needed.

- Develop, with the collaboration of the Nutrition Services Manager and HDM Operations Manager, yearly in-service training plans.
- Develop and provide nutrition and food safety related in-service training to MoW congregate staff and volunteers quarterly.
- Research, recommend, and facilitate purchasing of food service equipment for Congregate Program. Manage equipment inventory and facilitate repairs with contracted service companies in a timely manner.
- Assist Nutrition Services Manager in developing and implementing new or revised work procedures to meet compliance standards of funding agencies.
- Provide appropriate customer service to participants and other internal and external customers, including facility administrators. Represent MoW in a positive manner.
- Serve as substitute Café Service Coordinator when needed.
- Assist with the coordination of activities for dietetic students and interns.
- Participate with program staff at planning and supervisory staff meetings to resolve program issues and discuss new procedures.
- Demonstrate professionalism. Work effectively and cordially with others at all times.
- Conduct and record vehicle maintenance inspections and assist in the proper maintenance of assigned vehicle(s).
- As a mandated reporter for Elder Abuse, report any suspicious circumstances or suspected abuse to Adult Protective Services.
- Demonstrate compliance with MoW policies, procedures and standards.
- Perform other tasks and duties as assigned.

### **POSITION REQUIREMENTS**

- Bachelor's Degree in Dietetics, Nutritional Sciences or related field and/or equivalent experience. Two years or more of increasing responsibility and demonstrated leadership providing direct service in a public health or community nutrition program, preferably in a setting working with older adults.
- Knowledge of Title 22, Elderly Nutrition Program requirements and Serve Safe Certification preferred. Ability to obtain ServSafe Certification within first six months of employment desired.
- Effective supervisory and interpersonal skills.

- Ability to work with diverse language and ethnic populations.
- Ability to develop professional, cooperative working relationships with participants, participants' family, other employees and volunteers required. Must be positive and have a caring attitude.
- Effective verbal and written communication skills to interact with all levels of management, other employees and organizations. Proficiency with Microsoft Office suite.
- Ability to plan, organize and implement work and be flexible when a shift in priorities is needed.
- May require proper use and knowledge of body mechanics and safety mechanics. Work may involve bending from the waist, stopping, twisting, and lifting of objects not to exceed 35 pounds (except with the use of appropriate equipment). Compliance with all OSHA (Occupational Safety and Health Act) regulations is required.
- Must have a valid "class C" California Driver License and a clear driving record.
- Must maintain driving record in good standing.
- Ability to work occasional evenings or weekends as needed. Availability for periodic travel.

**Competitive salary and benefits package provided.** Benefits include health insurance (100% paid by employer for employee only coverage) and paid time off for holidays, vacation and sick pay.

**To Apply:** Please send letter of interest and resume to Meals on Wheels by ACC, 7375 Park City Drive, Sacramento, CA 95831, ATTN: Amanda Diaz, or email to [Twaterford@accsv.org](mailto:Twaterford@accsv.org) . Please visit [www.mowsac.org](http://www.mowsac.org) for further information. All applications accepted until position is filled. EEOE