OSCEOLA COUNTY COMMISSION ON AGING
JOB DESCRIPTION

NUTRITION COORDINATOR

Supervised By: COA Director

Supervises: Subordinate departmental employees as assigned including Cooks, Meal Site Coordinators, and Home Delivered Meals Drivers

Position Summary: Under the supervision of the Commission on Aging Director, the Nutrition Coordinator supervises the meals program to include Home Delivered Meals and the Congregate Meal Sites for the senior citizens of Osceola County.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Create menu plans and get approval from Area Agency on Aging for state compliance.

2. Oversees coordination of site activities to meet the needs of nutrition program participants.

3. Continuously seeks out ways to increase participation at the Congregate Meal Sites, and level of services for Home Delivered Meals.

4. Implements and administers programming for all nutrition programs.

5. Compiles extensive information for Area Agency on Aging assessments and carries out recommendations of any finding.

6. Compiles weekly, monthly and quarterly statistical reports as required by various funding agencies. Ensures reports meet State of Michigan and AAA requirements.

7. Interprets and implements regulations and guidelines established by funding sources. Works cooperatively with funding source and regulatory agency staff including but not limited to: Area Agency on Aging of Western Michigan, Health Department, Office on Services to the Aging, United Way and Michigan Department of Community Health.

8. Seeks out new sources of funding for the nutrition program, which may include writing grants and holding fund raisers.

9. Purchases necessary supplies and equipment using bid and purchasing procedures as
required by funding sources and county policy.

10. Maintains inventory as required by funding sources or county policy.

11. Recruits and supervises all program staff and volunteers. Performs evaluation of staff and initiates further training or discipline when required.

12. Holds training sessions at least quarterly for nutrition program staff and volunteer as required by funding sources.

13. Enhances community understanding of program through presentations to community organizations and other interested groups.

14. Assist in promoting the COA when needed.

15. Preforms other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. The county at its discretion, may consider an alternative combination of formal education and work experience.

Requirements include the following:

**Education:**  Bachelor's Degree in food services, hospitality or restaurant management.

**Experience:**  3 years experience in restaurant management or hospitality industry.

The County, at its discretion, may consider an alternative combination of formal education and work experience.

**Other Requirements:**
1. Be able to successfully pass Serve Safe Class.

2. Ability to manage day to day operations with minimal supervision of the director

3. Recommended and encouraged to be CPR certified

4. Must have dependable transportation

5. Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations

6. Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.

7. Ability to establish effective working relationships and use good judgment, initiative and
resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public

8. Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations

9. Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master Care Advantage Program and new technologies

10. Ability to attend meetings scheduled at times other than normal business hours

11. Knowledge of the principles and practices of providing senior services

12. Knowledge of maintenance techniques associated with providing senior services

**Physical Demands and Work Environment:**
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties.