

**Jefferson County
Position Description**

Name:	Department: Human Services	
	Division: Aging & Disability Resource Center	
Position Title: Nutrition Program Supervisor	Pay Grade: 8	FLSA: Non-exempt
Date: February 2020	Reports To: ADRC Manager	

Purpose of Position

The purpose of this position is to monitor the day-to-day management and administrative functions of the Jefferson County Senior Dining Program and act as a liaison/lead worker to Senior Dining Managers and the ADRC Division Manager.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, develops, and coordinates all programs and services within the Nutrition Program including nutrition counseling and education; delivers congregate and home-delivered meals.
- Promotes and markets the Nutrition Program. Informs the public on what the Senior Dining Program can offer to Jefferson County's Seniors that are 60 years of age and older.
- Prepares and enforces Nutrition Program rules and regulations and ensures compliance with State and Federal regulations. Conducts annual site inspections.
- Develops, provides, and/or arranges training programs as specified in Chapter 8: Manual of Policies, Procedures, and Technical Assistance that governs the Nutrition Program. Conducts comprehensive employee orientation on site.
- Supervises Nutrition Program staff including site managers, home-delivered meal assessor, and volunteers. Assigns and reviews work, conducts evaluations, schedules and approves time off, and recommends discipline. Coordinates the annual Volunteer Recognition event.
- Provides training for site managers for the required Serving Safe Food Certification.
- Prepares bid packages per schedule and updates the catering contract addendum annually. Monitors monthly menus for compliance, and updates Meal Cost Tool annually and Donation/Full cost Meal Posters.
- Receives new requests for Home-Delivered Meals, conducts cursory assessment before giving to the Home Delivered Meal Assessor.
- Operates Johnson Creek Site once a week and fills in for absent site managers.
- Maintains and orders accurate inventory of supplies needed to operate senior dining sites. Ensures supplies are delivered in a timely manner for non-interruption of site operations.
- Maintains counts and records using the proper computer database for all federally required nutrition statistics. Completes quality assurance reports monthly and reviews active/inactive clients. Prepares and sends monthly home-delivered meal donation statements. Conducts annual program surveys; compiles and compares data to prior years.
- Creates the agenda and facilitates quarterly Nutrition Project Council/Site Manager Meetings. Attends all required Nutrition Program meetings and serves on Regional Site Manager Training Planning Committee annually.
- Practices competent motivational interviewing techniques, if applicable.
- Supports and enhances a trauma-informed care environment.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPAA Policies and Procedures, if applicable.

- Demonstrates dependable attendance.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Assists and supports the ADRC in issuing the annual Senior Farmer Market Vouchers.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in Dietetics, Food Service Administration, Human Services or related field and one year experience; or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Bachelor's degree from a college or university; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

Certified Dietitian, Registered Dietitian or Registered Dietitian Nutritionist, Nutrition and Dietetics Technician Registered., or Dietetic Technician Registered.

WI Food Manager Certification within 90 days of beginning the Nutrition Supervisor position.

Valid driver's license.

Knowledge, Skills, Abilities

- Ability to work with large quantity cooking and recipe development.
- Knowledge of and compliance with food sanitation and kitchen safety practices.
- Knowledge of nutrition guidelines and education.
- Ability to reliably and predictably carry out one's duties.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.

- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

Involves leadership role such as directing of others to complete assignments; others may include employees working in shifts or crews, work-study students, temporary support, part time staff, or other individuals assigned in one's area of responsibility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposure to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions. Travel may be required. Home visits may be required.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor_____
Date_____
Human Resources_____
Date