



# Nutrition Program Supervisor

Explore. Thrive. Belong.

*Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.*

## WHAT YOU WILL DO

The purpose of this position is to monitor the day-to-day management and administrative functions of the Jefferson County Senior Dining Program, act as a liaison/lead worker to Senior Dining Managers and the ADRC Division Manager, and directly supervises meal site manager as well as meal assessor positions.

## SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Plans, develops, and coordinates all programs and services within the Nutrition Program including nutrition counseling and education; serves congregate meals and delivers home-delivered meals as needed due to staffing.
- 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.

## Requirements:

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

## Preferred Requirements:

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

### Wage & Benefits

The starting hourly wage range is \$30.38 - \$32.12 per hour depending on qualifications.

Full range extends to \$40.89 per hour.

### Benefit Highlights

Paid Vacation and Health insurance

Health insurance Opt Out Plan

Dental & Vision insurance

Life insurance

Wisconsin Retirement System

Health Savings Account

Deferred Compensation Program

\*Group Life insurance \*

\*Short- & Long-Term Disability\*

### Employees at Jefferson County Value

Competitive Pay

Excellent Benefits

Great Coworkers

Flexibility

Advancement & Opportunity

Family Culture

**HOW TO APPLY:** For a full job description and link to apply online, please visit the County's web site at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)

*Jefferson County is an Equal Opportunity Employer*