

**Jefferson County**  
**Position Description**

**Name:** \_\_\_\_\_ **Department:** Human Services  
**Division:** ADRC and Aging Services

**Position Title:** Nutrition Site Manager **Pay Grade:** 1 **FLSA:** Non-exempt

**Date:** September 2023 **Reports To:** Nutrition Program Manager

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**Purpose of Position**

The purpose of this position is to provide nutrition services that assist older individuals to live independently, by promoting better health through improved nutrition and reduced social isolation through programs coordinated with nutrition-related services.

**Essential Duties and Responsibilities**

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

- Completes registrations for new congregate meal participants.
- Greets participants, takes reservations and cancellations, calls in accurate meal counts to the caterer on time each serving day, and coordinates meal delivery with drivers.
- Assembles and serves timely meals, including packaging home-delivered meals, complying with food safety standards.
- Prepares dining room setup and cleanup and cleans kitchen/common areas daily.
- Follows up on well-being of no-show participants and contacts appropriate agency, if needed.
- Monitors and orders site supplies, timely.
- Collects and deposits daily donations.
- Compiles meal participation statistics and completes timely reports and logs by ensuring proper sign in and daily entering on monthly roster.
- Provides training and guidance to meal site and home delivered meal volunteers.
- Coordinates special events, entertainment, and activities.
- Practices competent motivational interviewing techniques.
- 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.
- Maintains up to date Serving Safe Food Certification.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as may be needed.
- Demonstrates dependable attendance.

**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.**

None.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent required with six months related experience and/or training; or equivalent combination of education and experience.

**Preferred Training and Experience Required to Perform Essential Job Functions**

One-year related experience and/or training; or equivalent combination of education and experience.

**Other Requirements – Certificates/Licensures Serving**

Safe Food Certificate within 90 days of hire.

**Knowledge, Skills, Abilities**

- Ability to reliably and predictably carry out one's duties.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the 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 add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to use general office equipment
- Knowledge of general computer skills and programs
- Knowledge of and compliance with food sanitation and kitchen safety practices
- Knowledge of nutrition guidelines and education
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.

**Supervision** None.

**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 exposed 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 \_\_\_\_\_