

NUTRITION SITE MANAGER

General Statement of Duties

The Nutrition Site Manager performs a variety of duties regarding the operation of a congregate and home delivered meals site. The Site Manager works under the supervision of the Nutrition Program Coordinator.

Illustrative Examples of Work

- Opens and closes nutrition site daily (site must be open 4 hours a day)
- Accepts delivery of food by caterer and records food temperatures
- Must utilize sanitary procedures in food handling
- Portions food into plates and checks home delivered carriers before delivery
- Ensures the general appearance of site is pleasing, clean and conducive for meal service which includes sweeping and wet mopping floors
- Coordinates activities and programs for participants such as nutrition education, information and referral, health counseling, and recreational activities
- Keeps client registration forms of each participant on file and updates as needed
- Responsible for collecting program income on a regular basis and for safety of lockbox.
- Must have participant daily sign in sheets available.
- Responsible for home delivered meals being delivered each day. If volunteers do not show up, site manager is responsible.
- Must have volunteer sign in sheets visible for volunteer signatures
- Must maintain accurate records such as turnaround documents, menu items, temperatures, and other reports
- Continually working to recruit volunteers
- Continually reaching out to people in the community to encourage them to participate in the nutrition program

Knowledge, Skills and Abilities

- Knowledge of physical, mental and emotional needs of the elderly
- Knowledge of community resources to aid seniors in decision making
- Ability to speak clearly and communicate ideas
- Ability to organize and complete work in a timely manner
- Ability to maintain accurate recordkeeping

Desirable Education and Experience

- Graduation from high school with two years experience in human services
- Experience in recordkeeping