

NUTRITION PROGRAM SITE MANAGER

Code No.: 6-14-004
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible supervisory position involving the planning, implementation and delivery of a nutrition program and other support services at a Town nutrition center. Employees work with various community services and agencies available to assist senior citizens. The employee works in accordance with federal, state and local laws governing the preparation and serving of meals. Work is performed under the general supervision of the Town Supervisor and Town Board. Supervision is exercised over all agency staff members. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises daily nutrition program designed for senior citizens;

Plans and implements a daily therapeutic-educational and recreation program for senior citizens;

Maintains contacts with the senior citizens in the target area on a social and recreational basis;

Refer senior citizens to other human services agencies for assistance when needed;

Supervises nutrition site assistants and volunteers in the preparation and serving of food to ensure compliance with federal, state and local laws and regulations;

Represents and promotes program to community, local groups, hospitals, etc.;

Schedules and recruits volunteers for the program;

Liaison to other agencies to obtain appropriate programming and services for senior citizens;

May attend various Town meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of supervisory principles and techniques; good knowledge of the techniques of recreational program planning and coordinating; good knowledge of the characteristics, needs, and interests of senior citizens; good knowledge of food preparation techniques and federal, state, and local laws governing such preparation; working knowledge of community agencies that deal with senior citizens; working knowledge of public information and public relations techniques; ability to establish good working relationships with others; ability to supervise staff and volunteers; ability to judge and order correct amount of bulk food quantities; ability to communicate effectively, both orally and in writing; ability to maintain simple records; ability to plan and coordinate recreational and social activities for senior citizens; tact; initiative; integrity; patience; courtesy; friendliness; common sense; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Three (3) years of full-time or its part-time equivalent experience in the planning and conducting of recreation, nutrition or human service program activities, one (1) year of which shall have involved the elderly; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Associate's degree, plus one (1) year of full-time or its part-time equivalent experience in the planning and conducting of recreation, nutrition or human service program activities for the elderly; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree; OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

NOTE: Documented volunteer experience will be accepted as a substitute for paid work experience. Additional work experience may be substituted for the high school diploma on a year-for-year basis.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: September 3, 1981

REVISED: March 24, 1983

REVISED: October 11, 1984