



POSITION: Nutrition Program Manager
FLSA: Exempt
DIVISION: Town
REPORTS TO: Senior Services Director
DATE: 09/2021

Job Summary

The Senior Services Nutrition Program Manager is responsible for management of the Senior Services Nutrition Programs including: the Congregate Dining Program, the Home Delivered Meals Program, Dine-Out Program, and other ancillary nutrition programs; oversees coordination of educational programs and activities for participants and supervises and evaluates staff and volunteers.

Primary Functions and Responsibilities

1. Provides coordination oversight and management for Meal Programs including: review of the caterer prepared menu, ensuring adequate food to meet demand of participants, prepares route and client sheets for Home Delivered Meals drivers, maintains accurate database of clients for Meal Programs and works with restaurants involved in Dine Out Program.
2. Supervises, trains and evaluates Nutrition Program staff and volunteers/interns. Prioritizes work assignments for staff. Oversees personnel management of staff including monitoring absence requests, coordinating schedules to meet needs of the department, utilization of electronic payroll system, and handling daily requests.
3. Assists with preparation, implementation, and monitoring of annual budget and expenditures. Compiles daily contributions and distributes to appropriate departments. Provides necessary quality assurance, information, documentation, reporting and coordination of activities for programs in compliance with AgeOptions and Title III C Nutrition Standards and Definitions.
4. Monitor stock and order program supplies including general office, catering, and program activity supplies including bingo prizes.
5. Supervises the planning and coordination of social events for participants, maintenance of bulletin board to provide current information on geriatric issues, social events and volunteer, job and socialization opportunities.
6. Engage with program participants providing resources and referrals when appropriate.
7. Works with Activity Assistant to arrange socialization and educational activities for participants, including, but not limited to, coordination with area professionals for speakers, activities and programs that relate to geriatric issues. Work with Communication Specialist for publicity as needed.
8. Ensures regular maintenance of all program equipment and fixtures, applicable insurance and licensing of Home Delivered Meals truck as well as routine vehicle maintenance, coordination of Motor Vehicle Reports and other documentation for meal delivery staff.



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9. Oversee and participates in Nutrition Program Senior Advisory Council, arranges meetings, and coordinates activities with Advisory Council.
10. Serves as liaison to AgeOptions nutritionist, caterer and other agencies and services.
11. Ensure staff and volunteers are up to date with safe food handling practices and certifications.
12. Performs as an integral member of the Senior Services Management Team and the Township Leadership Team by answering requests, fostering communication and educational opportunities, and acting as an advocate to increase awareness of Township programs and services to all internal and external contacts.
13. Attends internal and external meetings and various training seminars and conferences as required.
14. Performs other duties as assigned.

Minimum Qualifications

Education and Experience:

- Bachelor's degree in social work, nutrition, or related human service field and three (3) years' of experience in a supervisory or administrative position.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

License(s) and Certification(s):

- ServSafe Manager Sanitation Certificate
- Valid Illinois Drivers License, access to a vehicle, and proof of liability insurance

Materials and Equipment

- Miscellaneous office equipment; i.e. - computer, fax, phone, copier, etc.
- All Kitchen equipment - Refrigerator, Freezer, Steam Table, Dish Machine, Microwave, Oven, Cambro hot box, Washer and Dryer

Knowledge, Skills, and Abilities

Knowledge of:

- Food handling & service safety requirements
- Basic vehicle maintenance



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- Customer service, public relations & focus on serving the community
- Food insecurity & aging process
- Computer systems including hardware and basic software programs
- Community resources
- Awareness of issues of homelessness and mental health issues
- Prioritize cultural and ethnic diversity

Skill In:

- Verbal and written communication
- Basic accounting/recordkeeping
- Public speaking & interpersonal relations
- Partnership engagement
- Time Management
- Handling emergency situations

Ability to:

- Work independently and with minimal supervision
- Maintain objectivity, confidentiality, and professional composure
- Delegate responsibility to subordinates and foster growth
- Solve problems expeditiously, improvise and adapt to various situations
- Take necessary action when confronted with difficult or potentially dangerous situations

Physical Abilities:

- Sit, stand, keyboard, read, write, hear and speak for extended periods
- Lift up to 50 pounds

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.