



Senior Services Full-Time Nutrition Site Supervisor

Do you have a Bachelor's Degree in Nutrition or Culinary Arts and are looking for a position that qualifies for the Public Service Loan Forgiveness?

Do you have a passion to serve the community while combatting food insecurity?

Are you looking for a role to expand your leadership skills?

If this role sounds like a fit, please read below.

Organization Overview: Our vision is to be a well-known and respected community partner and the leading provider of proactive, responsive, and relevant supportive services for all residents at every stage of life. The Senior Services department offers a broad continuum of supportive services in order to promote the independence of older adults in the communities of Oak Park and River Forest. For more information, visit <https://oakparktownship.org>.

Position Summary: The Senior Services Nutrition Site Supervisor is responsible for leadership and supervision of the nutrition team to ensure welcoming, efficient, quality service provision to participants in alignment with rules and regulations. This role oversees the dining room, distribution of home-delivered meals, administration of the dine-out program, and other related nutrition services while ensuring the needs of older adult participants are met and fostering their ability to live independently in the community as long as possible. Collaboration with the Programs and Engagement Administrator on implementation of education programs and activities for nutrition program participants is also integral to this role.

Responsibilities:

- Coordinate, oversee & manage nutrition programs including review of menus, food ordering, collaboration with vendors, preparation of delivery route sheets and data compliance
- Manage personnel including staffing, supervising, training, and evaluating Nutrition Program staff and volunteers/interns. Prioritizes work assignments for staff and ensures staff/volunteer coverage for smooth program operation
- Maintain and inform nutrition staff of federal, state & local regulations and grant statistical requirements. Coordinate, modify, and implement all new rules and regulations for the Nutrition site as mandated by AgeOptions and the Illinois Department on Aging
- Oversee ordering, billing, record keeping, and service utilization data for nutrition programs & provide quality assurance to ensure all reporting and required information is captured
- Ensure participant file retention for internal and external audits; work with auditors to review files; review audit recommendations and oversee implementation of recommendations
- Oversee the implementation of special projects such as Shelf Stable meals and Farmers Market coupon distribution
- Ensure program is operating within budgeted parameters, assist with information for grant applications and special funding opportunities
- Collaborate with leadership to develop a comprehensive outreach plan for Nutrition programs in alignment with requirements from Illinois Department on Aging, AgeOptions and other funders requirements and supervise staff implementation of the plan



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- Provide exceptional customer service internally and externally. Develop and maintain relationships with funding agencies including AgeOptions, IDOA, community partners and local service providers.
- Attends internal and external meetings and various training seminars and conferences as required.
- Perform 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
- Serve as an Agency Representative for Township programs and events including interaction with the public, presentation of organizational information, and providing question & answer sessions for department specific presentations.

Qualifications:

Education and Experience:

- Bachelor's degree in nutrition, culinary arts, or related field
- 3+ years experience working in food service
- 3+ years supervisory experience
- Experience working with the elderly preferred

Licenses and Certifications:

- ServSafe Manager Certification
- Valid Illinois Driver's License and liability insurance

Knowledge, Skills, and Abilities

Knowledge:

- Food handling & service safety requirements
- Food insecurity and the aging process
- Basic vehicle maintenance
- Customer service, public relations & focus on serving the community
- Computer systems including hardware and basic software programs

Skills:

- Verbal and written communications
- Public speaking and interpersonal relations

Ability to:

- Maintain objectivity, confidentiality, and professional composure
- Work independently and with minimal supervision
- Lift up to 50 pounds
- Delegate responsibility and foster subordinate growth
- Sit, stand, keyboard, read, write, hear, and speak for extended periods
- Take necessary action when confronted with difficult or potentially dangerous situations



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- Learn the array of community resources available to older adults and provide information as needed
- Solve problems expeditiously and improvise and adapt to various situations.

Company offerings:

- 2 weeks vacation, 13 holidays, 12 sick days, and 2 personal days
- Health Insurance through Blue Cross and Blue Shield (85% of the cost covered by employer)
- Dental and Vision (85% of the cost covered by employer)
- Life insurance
- IMRF Employer, Pension, and 457 savings plan
- Tuition Assistance
- Position qualifies for the Public Service Loan Forgiveness program

To apply: If you have a passion for working with older adults and providing public service, we would like to speak with you! Send your resume with cover letter and salary requirement to pmahn@oakparktownship.org.

Oak Park River Forest is an equal opportunity employer: disability/veteran

Key Words: Nutrition Site Manager, Congregate Dining Program Managers, Senior Center Nutrition Manager, Community Kitchen Supervisor