

Calhoun County Council on Aging Nutrition Site Manager Job Description

Job Summary - The Nutrition Site Manager is responsible for providing overall management of the congregate meal site program and home delivered meal program.

Duties Include:

Maintain daily functions of the nutrition meal site to include receiving food from approved suppliers, documenting and reporting any discrepancies of orders, completing meal service (congregate and home delivered meals), documenting on meal vouchers of any transfer or meals between programs and reporting of services rendered to the Area Agency on Aging, and maintain cleanliness of the kitchen/meal site dining room.

Determine if quantities of food ordered are delivered and servable; record as required on the daily meal voucher along with participants rating of food items served.

Ensure daily sign-in procedures are completed by each participant and complete monthly reports for review by Executive Director.

Provide Volunteers and Staff, who are delivering meals, with instruction on duties, meal route updates, and any training as needed.

Document and maintain temperature logs for TCS (Time and Temperature Control) Foods received daily from approved suppliers. Calibrate thermometers on a weekly basis at minimum.

Maintain sanitary environment by following guidelines for cleaning per ServSafe guidelines. This includes but is not limited to cleaning the surfaces areas of the kitchen and dining room and the pans, utensils, or other items provided by approved supplier. Wash, Rinse, Sanitize, and Air Dry items prior to returning to the approved suppliers. Complete the same process for any items that will remain at the site for serving food or beverages. Keep kitchen counters, cabinets, refrigerator, stove and freezer clean.

Maintain annual sanitation and fire inspections; coordinate, facilitate, and document fire drills as required by funding sources.

Document and maintain temperature logs for kitchen equipment (refrigerator and freezer) and strength of sanitation solution used for sanitizing equipment.

Complete monthly inventory of supplies and order as necessary from caterer; shop for supplies as needed.

Have a basic knowledge of services offered by the agency and procedures for accessing services. Follow all policy and procedures pertaining to nutrition services.

Complies with all policy and procedures pertaining to meal site requirements of Calhoun County Council on Aging, Area Agency on Aging, and the South Carolina Department on Aging.

Participate in training sessions, seminars, and workshops, one-day or overnight as required.

Assist in the preparation of monthly reports on for meals served and received at senior center for Executive Director

Perform other duties as directed by the Executive Director.

Minimum Qualifications:

High school diploma or GED preferred.

Must have two years' experience in a health, nutrition, or human services field.

Must possess and maintain a valid driver's license.

Must possess and maintain basic first aid and CPR certifications.

Must have strength and agility to lift materials weighing up to but not limited to 25 pounds and stamina to stand for extended periods of time

Must be ServSafe Manager Certified and maintain certification. *upon hire, employee will have 60 days to complete certification and pass exam.

Must be free of communicable disease and have a PPD test annually.

Preferred Specific Knowledge, Skills, or Abilities:

Must have knowledge in nutrition and ability to calculate food measurements.

Knowledge of programs offered by Calhoun County Council on Aging.

Skill in oral and written communication.

Skill in interpersonal relations.

Skill in operating computer and general office equipment.

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