

## **NUTRITION SERVICES COORDINATOR**

**GENERAL STATEMENT OF DUTIES:** Directs all activities related to a nutrition program for the elderly which may include the planning, preparation and delivery of nutritious meals and supportive services; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position responsible for the supervision of contractors providing food services for the aging. It may involve supervision of direct food preparation for service. The work involves assuring subcontractors satisfactory performance and requires and insures that food service meets established standards as well as health and sanitary regulations. The work is performed under the general supervision of the Director, with considerable latitude permitted for the exercise of independent judgment. Supervision is exercised over the work of assigned subordinate personnel.

**EXAMPLES OF WORK:** (Illustrative only)

- Supervises planning, preparation, and service of nutritious and palatable meals for older persons;
- Manages the day-to-day operation and carries out the administrative functions of the nutrition services component of the Office for the Aging;
- Functions as the liaison between the New York State Office for the Aging and the individual nutrition services sites;
- Supervises all office and meals site personnel including maintenance of time and attendance records;
- Establishes effective budgetary management and food cost controls;
- Assesses the adequacy of existing facilities for food preparation and service for the elderly;
- Maintains and analyzes detailed records and reports as guides in purchasing and is responsible for the purchasing of food, equipment and supplies;
- Supervises the receipt, checking, and storage of food and other supplies;
- Determines the need for supportive services including outreach, transportation, information and referral, nutrition education and shopping assistance as necessary;
- Trains all nutrition services personnel including volunteers;
- Assists in public information and education efforts including preparation of news releases, establishing contracts with media, attending meetings, speaking to groups, and generally interpreting the role of the nutrition services component to the public;
- Prepares quarterly program and budgetary reports and other reports as requested by the Director and required by New York State Office for the Aging;
- Develops menus, which meet nutritional standards as established by the National Nutritional Program for the Elderly.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Thorough knowledge of quantity food preparation, and service techniques particularly as they relate to food service for elderly persons; good knowledge of eating habits, nutritional needs and food interests of the elderly; working knowledge of community agencies, facilities and services that may be utilized to help the elderly; working knowledge of public relations techniques; ability to plan and supervise the work of others; ability to communicate clearly and effectively both orally and in writing; ability to organize and direct personnel; initiative; resourcefulness; tact; courtesy; integrity; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

**Either**

(A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in nutrition, food service, institutional management, social science or human services or resources and two years of full-time paid experience in administration of a nutrition program or quantity food service in an institutional setting (creditable experience shall have been obtained only by employment in a hospital, Senior Citizens center, school lunch program, daycare center, or extended care facility);

**OR**

(B) Graduation from a regionally accredited or New York State registered two year college or university with an Associate degree in one of the areas described in (A) above and four years of full-time paid experience as described in (A) above;

**OR** (C) Six years of full-time paid experience as described in (A) above;

**OR** (D) An equivalent combination of training and experience as indicated in (A), (B), and (C).

Competitive Class

Adopted 06/12/1984 CSC  
Amended 10/29/1985 CSC