

**TITLE:** Nutrition Program Manager  
**SCHEDULE:** \*Monday– Friday 9-1 (18-20 hours/ week)  
**SUPERVISOR:** Executive Director

**Summary:** The Nutrition Manager is responsible for providing daily meals to senior center patrons and daily meals to home delivered customers.

### **ESSENTIAL JOB FUNCTIONS**

- **Nutrition Program Manager**
  - SAMS Nutrition Data Entry
  - Nutrition Monthly County Require Reports
  - Daily Meal Order
  - Utilize SchedulesPlus System for Nutrition Program
  - Monthly Nutrition Education Monitoring/ Tracking
  - Meal Change Monitoring
  - Monitor Home Delivered Meal Assessments in cooperation with Case Manager
  - Nutrition Program Meal Participant Registration
  - Nutrition Account Management and Deposits ensuring donations are recorded and submitted to Dane County Nutrition Program Accounting
  - Oversight of Nutrition Program
  - Directs and Monitors volunteers who assist with the nutrition program
  - Works effectively with Dane County Consolidated Foods Program
  - Maintain confidentiality of customer information
  - Maintain certification in Serve Safe
- **Daily Kitchen Manager**
  - Maintain Kitchen/ Food Service Standards according to Chapter 8
  - Train Volunteers and Staff on Best Practices
  - Follow and implement contract agreement per Dane County Nutrition Program Contract
  - Complete Required Monitoring Paperwork
  - Complete Daily and Monthly Cleaning Lists
  - Maintain and order any program supplies
- **Other Duties as Required/ Assigned**
  - Make Phone Calls as directed
  - Assist Program Director in Coffee Hour Prep and Hosting
  - Communicate Nutrition Program through our Monthly Newsletter as assigned
  - Additional duties as assigned

\*Hours may vary based on schedule and need of program.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- **Ability to:**

- Maintain effective working relationships with other employees and the public.
- Communicate with and respond pleasantly to a demanding and diverse public
- Work independently with minimal supervision.
- Prioritize work tasks and meet deadlines.
- Move or lift objects weighing up to 25 pounds.
- Follow oral and written direction.
- Remain patient when dealing with customers.

- **Knowledge of:**

- Serve Safe requirements and guidelines.
- Cash Handling procedures.
- Nutrition.
- Personal Computers and other standard office equipment.
- Data Entry.
- Filing procedures.

- **Skills:**

- Communicate effectively both verbally and in writing.
- Maintaining confidentiality of client data.

**WORKING CONDITIONS:** work may be both indoors and outdoors in a wide variety of Wisconsin weather conditions.

- Frequently required to sit or stand for extended periods of time.
- Frequently required to stand and balance.
- Frequently required to use hands to handle and feel objects.
- Frequently required to walk, stoop, climb, talk and hear.
- Occasionally required to lift objects up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust.

**EDUCATION AND EXPERIENCE:** High School Diploma or GED, two or more years of public interaction experience; two years supervisory experience preferred; or any combination of education and experience that provides the necessary knowledge, skills and abilities to perform the job.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what that specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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