

**NOTICE**

There is a job vacancy with the **BAY COUNTY DIVISION ON AGING**.

**JOB TITLE:** Nutrition Services Coordinator

**RATE OF PAY:** \$48,276.80 per year entry, progressing to \$54,246.40 per year after 4 year (**MB10**)

Full-time position with benefits in BCAMPS unit

**General Summary:** The Nutrition Services Coordinator is responsible for managing the nutrition services offered through the Division on Aging. These services include home-delivered meals; congregate meals, and emergency meals provided to senior citizens. The Nutrition Services Coordinator is responsible for development of the menu to meet State, Federal and Regional requirements, for the purchasing of all food and related supplies, for maintenance records for the home delivered meals vehicles, and for monitoring the delivery routes. The Nutrition Services Coordinator supervises the staff stationed at the kitchens, the dining center managers, and the home delivered meals drivers. The Nutrition Services Coordinator works under the direct supervision of the Division on Aging Director.

**Typical Duties:**

1. Ensures that local, state, and federal guidelines and requirements are met for program activities, including menu for meal programs, and ensures that accurate records are kept. Must know or have ability to learn on-line menu analysis programs and purchasing systems for bulk food preparation.
2. Supervises cooks, other kitchen staff, home delivered meals drivers, site managers (including Canteen Senior Center Manager), and older workers who may be working for the nutrition program.
3. Makes recommendations to the Division on Aging Director regarding budgets for programs, and monitors budgets for conformity with the adopted budgets. Establishes blanket purchase orders for the ongoing procurement of food and supply items used continuously for the meal programs.
4. Is responsible for all route scheduling for drivers, and assures that the deliveries are completed in accord with state and federal guidelines. Periodically accompanies drivers on the routes and may drive a route, if there are staff shortages.
5. Inspects and monitors kitchen(s), food storage areas, and County vehicles for sanitation and safety. Visits the senior dining centers regularly to assure that requirements are in place and file records are up to date related to client registrations, provision of monthly nutrition education, completion of fire drills, and other congregate program requirements. Meets with customers to obtain feedback on food, staff services, recreational and educational programs, etc.
6. Monitors the collection of donations for home delivered meals and congregate nutrition and updates procedures as needed; attends meetings of the Board of Commissioners and its committees when necessary.
7. Develops and posts work schedules for employees; approves or denies requests for vacation and leaves; counsels or disciplines employees when appropriate; interviews applicants for vacancies and makes recommendations regarding who to hire; reviews and approves time sheets and absence reports. Can review and approve payroll in absence of Division on Aging Director.
8. Make plans for conversion of manual records to computerized systems
9. Reviews and monitors the work of subordinate employees; performs outreach to include appearances on BAY3 TV.
10. Trains employees when necessary; is responsible for quality assurance of all services provided.
11. Approves payment of bills; orders equipment, office supplies, and food assuring that the best prices are obtained for quality products and county purchasing policies are followed.
12. Develops written guidelines for programs as needed; attends meeting with other agencies and units of government as the representative of Bay County's nutrition programs; enforces requirements regarding confidentiality.
13. Compiles accurate reports as required and submits them on a timely basis.
14. Maintains high level of food service safety and sanitation in accord with all applicable State and Local rules and regulations: oversees safety practices and use of equipment in compliance with requirements of MIOSHA.
15. Periodically, surveys clients regarding clients' opinions about the quality and quantity of the services provided.
16. Collaborates with other providers of community services.
17. Approves or denies requests for travel and training.
18. In times of public health or other emergency, may be required to report for specialized assigned duties inside or outside Bay County. Perform emergency response roles as required.
19. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**Qualifications:** Bachelor's degree in nutrition, food service, or business field and considerable experience in managing food service programs. Must have experience in supervising staff and experience in managing budgets. Must have computer skills in Microsoft Word, Excel, and related software. Must have knowledge or ability to learn computer programs related to menu development, analysis, and purchasing. Must be able to learn client database program and features available for producing various reports. Must be able to learn county financial software and features for selecting reports, etc. Must have reliable transportation. Good communications, writing and organizational skills are required. Individual must have ability to work with elderly customers and employees from diverse backgrounds. Applicants may be required to take written and/or other examinations.

**Physical:** This position involves sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, up to twenty pounds of force from zero one third of the time. These requirements are with or without reasonable accommodation. A valid Michigan Driver's license is required.

**Application Procedure:** Make application online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person at 515 Center Avenue, Bay City, MI 48708-5121. **Deadline to apply: Tuesday, August 9, 2011.**

**AN EQUAL OPPORTUNITY EMPLOYER**

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, LANGUAGE, SEX, RELIGION AND DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN ITS PROGRAMS AND ACTIVITIES."