**DISTRICT THREE GOVERNMENTAL COOPERATIVE**

**JOB DESCRIPTION**

**JOB TITLE:** Nutrition Programs Manager

**IMMEDIATE SUPERVISOR:** Nutrition Programs Director

**JOB CLASSIFICATION:** This is a Full-Time position

**JOB SUMMARY:** Under the immediate supervision of the Nutrition Programs Director, the Nutrition Programs Manager will primarily focus on duties within the Home Delivered Meals program. They will assist with the Volunteers in Motion, Congregate Meals, and Farm Fresh, as well as other programs as directed by the Nutrition Programs Director. This person shall follow operational directives in the absence of the Nutrition Programs Director. This position will also act in a supervisory role for all Home Delivered Meals Drivers.

**JOB DUTIES:** The responsibilities of the Nutrition Programs Manager shall include, but are not limited to, the following:

1. Assist with the operations of the Volunteers In Motion Program to ensure the volunteers are carrying out the goals and objectives of the DTGC service standards with regard to recruiting, training and placement of volunteers.
2. Substitute as a congregate site manager in the absence of the assigned site manager. Open facility and welcome participants as well as meal preparation, serving meals, providing scheduled activities and cleanup of facilities.
3. Determine eligibility of new client referrals in PeerPlace. If referral is accepted; complete new client packets, update route information for drivers, coordinate delivery schedule and inform client of first delivery. If referral is rejected, inform care manager. All notes/information is documented in PeerPlace.
4. Monitor and update the 21 delivery routes to ensure efficiency.
5. Process frozen and shelf-stable food deliveries. Keep a detailed record of deliveries and product quality.
6. Assist the Nutrition Programs Director in keeping up-to date records on home-delivered meals program regarding; diets, routes and delivery schedules, etc.
7. Assist the Nutrition Programs Director in ordering and maintaining an inventory of shelf-stable and frozen meals, and other food items and supplies.
8. Work with the Nutrition Programs Director to complete monthly units of service and other program reports.
9. Annual Re-Determinations for the HDM clients.
10. Supervision of Home Delivered Meals Drivers.
11. Maintain accurate records and reports. Keep a backup of all records on external storage.
12. Complete assigned tasks within given time frame.
13. Report all accidents, incidents, and safety hazards or unsafe conditions immediately to the Nutrition Programs Director and/or the Financial Division Director.
14. Other duties as may be assigned by the Nutrition Programs Director and the Director of Aging and Disability Services.

**JOB QUALIFICATIONS:**

1. High School Diploma or equivalent required.
2. One year of experience in a supervisory role.
3. Proficient with computerized reports and data entry.
4. Proficient with Microsoft Word, Microsoft Excel and PeerPlace.
5. Experience using Global Positioning Software to create/monitor meal routes is preferred.
6. Experience in interpreting and applying program requirements preferred.
7. Preferred experience working with the aging population in a service delivery environment.
8. Maintain a current driver’s license.

**The worker must be able to:**

* learn and understand routine tasks
* follow routine instructions
* adapt to changes
* remain alert at all times
* solve problems
* communicate effectively with the public
* maintain good balance
* speak audibly and understandably
* deal with multiple issues simultaneously
* operate computer and office equipment proficiently
* sit in one position for up to two hours
* work at a moderate to medium pace with some rest
* drive a vehicle
* bend at the knees occasionally
* bend at the waist occasionally
* grip or grasp objects for extended periods
* lift up to 25 pounds
* learn complex skills
* use required safety equipment
* stand in one place for up to 15 minutes
* walk up to 10 percent of the work day
* turn or twist the upper body frequently