

## **ASSISTANT TO NUTRITION SERVICES COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility to assess and monitor the sanitation and quality of food and other programmatic services of the nutrition program for the elderly at designated congregate meal and home delivery sites.

The incumbent plans nutrition education programs for participants in conjunction with the Nutrition Services Coordinator and Consulting Dietician, and is responsible for disseminating this information to participants. General supervision is received from the Nutrition Services Coordinator with considerable leeway allowed for the exercise of independent judgement. Does related work as required. Supervision is exercised over subordinate personnel.

### **TYPICAL WORK ACTIVITIES:**

Assesses and monitors the nutrition program for the elderly at designated congregate and home delivered meal sites and makes recommendations to the coordinator;

Plans education for participants in the nutrition program in conjunction with the Nutrition Services Coordinator and Consulting Dietician;

Provides for nutrition education programs for participants at the congregate meal sites and prepares nutrition education information to be disseminated each month to participants on the home delivered meals program;

Assists in developing and implementing special program menus;

Operates a computer to retrieve and enter data and maintain records;

Compiles and analyzes program statistics and uses this information to prepare both oral and written program reports;

Prepares program grants and budgets with Nutrition Services Coordinator;

Develops and provides in-service training for nutrition program personnel;

Handles special projects as assigned by the Nutrition Services Coordinator;

Assists in hiring and training of staff;

May supervise program staff and volunteers;

Operates audio-visual equipment;

May negotiate agreements;

Assists in establishing program policies and procedures.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of large quantity food preparation and service techniques, particularly as they relate to food service for the elderly;

Working knowledge of nutritional needs and food interests of the elderly;

Working knowledge of menu planning for large scale food programs;

Working knowledge of governmental budgeting procedures;  
Working knowledge of community agencies, facilities and services that may be utilized to help the elderly;  
Ability to analyze material to produce reports and training sessions;  
Ability to communicate clearly and effectively both orally and in writing;  
Ability to plan and supervise the work of others;  
Resourcefulness;  
Initiative;  
Empathy;  
Patience;  
Tact;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in dietetics, nutrition, foodservice, food administration and management or a closely related field; OR
- B) Graduation from a regionally accredited or New York State registered college with an Bachelor's Degree in Health, Human Services or Gerontology including or supplemented by 12 credit hours in dietetics, nutrition, quantity food production, quantity menu development, food administration and management or closely related coursework; OR
- C) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in one of the above mentioned fields including or supplemented by 12 credit hours in dietetics, nutrition, quantity food production, quantity menu development, food administration and management or closely related coursework and two years experience in nutrition program administration or large scale foodservice management in a hospital, senior citizen center, school lunch program, day care center or extended care facility or similar facility; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.